



# **NATIONAL EDUCATIONAL SECRETARY**



WINTER, 1956

*"The highest reward for a man's  
toil is not what he gets for it,  
but what he becomes by it"*

*— John Ruskin,*



*Symbol of Friendship*

# NATIONAL EDUCATIONAL SECRETARY

*The National Association of Educational Secretaries*

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices

VOLUME 21—NUMBER 2

WINTER, 1956

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Barrington, Illinois

**Shirley J. Yetter,**

ADVERTISING MANAGER  
University Park School  
E. Iliff and S. St. Paul  
Denver 10, Colorado

Published three times yearly, Fall, Winter, and Spring.

Dues for active membership, \$4.00 per year, includes the magazine.

Subscription rate to non-members for the magazine only is \$2.00 per year (three issues). Active membership and non-members' subscriptions are sent to the Treasurer:

**Mrs. Elberta Macgregor**

3015 East 75th Street, Seattle 5, Washington

Deadline dates for material for publication are September 1, January 1, and April 1.

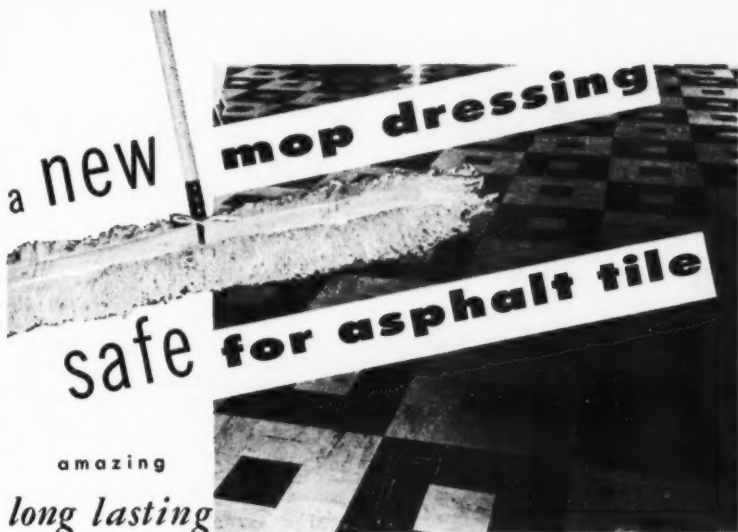
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## the PRESIDENT'S MESSAGE

The recent White House Conference on Education has focused the attention of the entire country on our American system of education. The six topics set up for discussion by the 1800 persons attending that Conference explored the basic purposes, current and future problems of education, and posed the question of solutions. May I urge each of you to read and study reports on the White House Conference. In it are significant implications for the part each of us, as individuals, may contribute to education's needs in the years immediately ahead. And in it are clear-cut imperatives for us, collectively, in our professional associations.

If it were possible for us, in our National Association of Educational Secretaries, to hold—say—a Luck's Lodge Conference, what topics would we consider? Might they be questions such as these:

1. What should our Association accomplish?
2. In what ways can we help our membership organize and streamline the day-by-day jobs so that the school systems in which they work may function more efficiently and economically?
3. What do our schools need in the area of secretarial services?
4. How can we get enough good educational secretaries—and keep them—so that in turn we may help with the problem of keeping good teachers and administrators?
5. How can we kindle a "professional flame" in all educational secretaries so that their work may become a privilege and a challenge?
6. How can we contribute directly and indirectly to a continuing public interest in education?

Since it is not possible for all of us to gather around the fireplace in my home for a conference on these questions, let's resolve to do the "next best" and be present at Regional Conferences and Conventions to think about them together. These are interesting and challenging days in which we are privileged to work and live—and NANCY plans to do her share and do it well. She needs each of you and 3,000 more like you! With a national membership of 5,000, NANCY could begin to accomplish those plans and projects which have already been suggested to her, and then start dreaming about the possible answers you may have for the questions listed above.

Educational secretaries the country over are becoming increasingly aware of the potentialities in their positions—for personal satisfaction and promotion of the general welfare! A constant source of inspiration for me is the opportunity to meet from time to time with different groups. So that you may know that your president is not living in an ivory tower, nor giving a disproportionate amount of time to her mere "bread-and-butter" job, may I give an accounting of my fall activities.

On October 21, I spent the day with the Minnesota Association in Minneapolis, as they held an outstanding workshop on the campus of the University of Minnesota. On November 5, I started a two-weeks' vacation period in Des Moines, Iowa, sharing the day with the Iowa Association, as it met for its annual fall convention. From Des Moines, I flitted to Denver for a delightful two-day visit with National Association friends, committee and Board members. My next hop took me to Eugene, Oregon, and an informal and pleasant evening with the local association in the Eugene area. With other Board members, I participated in the Northwest Regional Conference in Seattle, the weekend of November 11. We had an unusually splendid conference, as well as unusual weather!

On Sunday morning, November 13, in Seattle, a new Washington State Association was organized. Enthusiastic charter members and competent officers promise great achievements from the far Northwest. Starting homeward from Seattle, I had a glorious day and evening in Salt Lake City, Utah. I had warned them I was coming, so they

"baked a cake." We had a delightful dinner meeting, with several administrators present to share the festivities.

The next flight took me to Pierre, South Dakota, for two days and nights, with a grand group assembled there to organize the new South Dakota Association. The active and friendly cooperation of the South Dakota State Department of Education launched the group and they, too, are off to a flying start, with energetic officers and committees.

Though I was not present for its organizational meeting, I do want to salute also the newly-organized state association in Maryland. New local associations have been springing up this fall, too, and there will be word on those from the various regional reporters.

We have two Regional Conferences coming along quite soon. I am anticipating seeing a number of you in Washington, D.C., and Wichita, Kansas.

Martha S. Luck

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## ROVING BOARD MEMBERS

Your executive board members are called upon to be your NAES representatives at many national, state, and local educational functions. With the thought that all you Nancys will want to know about the activities of these roving board members, news of them is included here.

Omitted from this report is mention of board members' activities in their own home states. Such activities would take pages to enumerate for most NAES board members are active, too, in their state and local organizations. Their activities on the home front serve to integrate the affiliated groups into the national family. Furthermore, they bring to national the hopes, aspirations, and needs of the grass roots organizations and of their individual members. They thus keep Nancy National in close touch with the individuals who make up her large family of cousins.

Praxie Martha Luck is the rovingest of all our rovers. Her activities in your behalf are included in her President's Message. Although Marion Woods is not a board member, you will want to know that she donned academic robes from her Boston University days and capably and colorfully represented NAES at the inauguration of Hollis Leland Caswell as president of Teachers College, Columbia University, on November 22 at Riverside Church in New York City.

The board was represented at the Seattle regional meeting by Rachel Maynard, Charlotte Parr, Ruth Brattstrom, and Elberta Macgregor. Elberta was general chairman of the conference while Ruth was a member of the panel which Rachel moderated. Charlotte gave the commentary for the *File It Right* slides.

As chairman of institute planning, Charlotte Parr flew to Los Angeles for a planning session in connection with the July 1957 institute to be held there at the University of California. Charlotte also attended the organizational breakfast of the Washington Association of Educational Secretaries in Seattle where she summarized the values and services of a state organization.

At the annual workshop of the Oklahoma City Educational Secretaries, Corinne Messenger talked on Standards at their luncheon meeting. She told the group, too, about advantages of a state organization and about how to get one started.

Marie Beatty was the keynote speaker at the annual meeting of the Kansas Association of Educational Secretaries in Topeka on November 4.

Louise Nelson helped launch the Maryland Association of Educational Secretaries in Baltimore on October 21, 1955.

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## THE EDITORS' PAGE

To our way of thinking, the worst sort of "dog-in-the-mangerism" is that practiced by the educational secretary who keeps her membership in NAES quiet, who does not share her advantages with other secretaries in her office, district, or area.

Among the pleasures you should have from your professional association activities are the information, activities, publications, and events that you bring to others in your field. You should strive to have other secretaries go with you to meetings, institutes and conventions. Perhaps only a few can be away from the office at the same time. In that case, why not rotate the privilege of attending meetings? You cannot expect other girls to share your enthusiasm for NAES if they never have the opportunity to get acquainted with members, if they never see copies of our magazine or other publications, if they never have the privilege of working closely with others on a committee or project.

Yes, we know that some girls say they just aren't interested, or are too busy to become involved in professional association activity. If they realize, however, that NAES provides for them many opportuni-

ties for professional growth, information on how to do their job easier and better, what is new in education today, how the administrators are planning for immediate and future expansion, they, too, will want to join Nancy National's program of professionalization.

Remember that all the officers and board members, all the magazine staff, all the committee members of your association have full-time bread-and-butter jobs. They do their association work in addition to these full-time jobs. Of course, they all feel well paid for their efforts in your behalf for they have seen NAES grow and become a significant part of the family of professional educational organizations. They have enjoyed, too, seeing individual secretaries helped to grow on the job and to give better service to the schools of our nation.

You build goodwill for yourself, your school, and your association when you share with others the benefits and privileges of your membership in NAES. You fill your slate, too, with records of friendship, helpfulness, and true professional stature.

Marie and Lola

## ABOUT OUR AUTHORS

CLARENCE E. PRICHARD, superintendent of the township high school district in Waukegan, Illinois, was a pioneer in the use of telephonic equipment to bring the classroom to students unable to be present in school. He has been a member of a national advisory committee, ever since that committee was formed, to advise and assist other schools in solving problems inherent in providing school-to-hospital services for students. He has spoken to national and local groups and has written articles for educational journals about this subject which has been a personal concern of his.

In his long tenure as principal and as superintendent of the Waukegan school, he has instituted and implemented many other changes for the improvement of teaching, curriculum offerings, and record making and keeping.

He has been a staunch friend of teachers and educational secretaries on his staff and has made every effort to encourage their interest in belonging to their professional organizations. He has aided their active participation in professional meetings by budgetary grants. During his six years as superintendent he has, through encouragement of present staff members and selection of new personnel, upgraded his faculty from one of whom sixty-one per cent held master's degrees to the present staff, seventy-five per cent of whom hold that degree.

Gardening and their lovely home filled with beautiful antique furniture, some pieces of which are real museum candidates, occupy both Mr. Prichard and his wife. He has delighted his friends and neighbors with his success as a grower of choice roses.

MARION WOOD added many more educational secretaries to her long list of friends during the past summer when she participated in the four national institutes as well as several state and local workshops. In her work as educational consultant for IBM, a hop from her New York office to Iowa, or from Illinois to Texas, to help in a typing class is everyday stuff to Marion. Her flight to a week's workshop in Puerto Rico last fall, however, was a bit more unusual. Her special inter-

est in electric typewriters only adds to her alertness to shortcuts, innovations, and worksavers in all sorts of office occupations. She shares with our readers some of the 'tricks of the trade' she has gleaned here and there.

Mrs. Wood's experience includes teaching secretaries subjects in junior high, high school, private school, and university. She was assistant professor of secretarial studies at Boston University just prior to the time she joined the educational staff of International Business Machines.

She and her husband share a gardening hobby and membership in garden clubs. Her flair for flower arranging has brought her to the attention of garden groups in the East where she has been a much sought lecturer on flower arrangements.

To know Marion is to be sure that her day must surely be longer than twenty-four hours.

MELBA DEMAREE, our historian and chairman of the archives and records committee has done an excellent job of getting the facts about the early days of our organization and in presenting them to you in her history of NAES.

During her employment as secretary to the superintendent of schools and board of education at Franklin, Indiana, Melba has served as president, vice-president, and secretary-treasurer of the Indiana Association of Educational Secretaries. She has also served as treasurer of NAES for four years. She has attended seven NAES-sponsored institutes as well as many national conventions and regional meetings. In addition, she has participated in workshops for educational secretaries at Indiana and Purdue universities.

She attended Franklin College and is currently a member of the college alumni council, as well as being college director of her sorority. Mrs. Demaree has served as president of Franklin Business and Professional Women's Club and is an active member of AAUW and of the Eastern Star. She received the Theta Sigma Phi annual Matrix Table award for meritorious civic service to her community.



**JUAN HUSEBY**, who brings you an enthusiastic report of the Northwest Regional Conference, is administrative assistant to Superintendent Rolland H. Upton of the Auburn, Washington, public schools. Juan is another teacher who has moved over into educational secretarial work. In addition to earning her teaching certificate at Central Washington College of Education at Ellensburg, she has done graduate work at the College of Puget Sound and at the University of Washington.

As a certificated employee, Mrs. Huseby is a member of the National, the Washington, and the Auburn Educational Associations. She has served as secretary of the salary and finance committee of the Auburn teachers' group for the past nine years. Soroptimist International of Auburn counts her as an active member and past president. Juan lists her hobbies as: bowling and husband. (Which should be listed first?)

Reports of committee chairmen again have our attention and interest. These executive board members need no introduction. They are known by the membership for their several activities in NAES during the past years.

**ELEANOR EGNER** solicits your support of Nancy National's publicity program in her article "Lift Your Voices, All You Nancys." Eleanor is remembered as the very efficient chairman of the committee which produced *Blueprint for Action*.

**CHARLOTTE PARR** announces institutes for 1956 and urges you to attend. Charlotte is our present recording secretary and, in addition, is president of the Oregon Association of Educational Secretaries.

**LOLA RIEKE**, your assistant editor, has reviewed for you a book which will be of interest to many educational secretaries. Lola is the person who sees that each of you receives your copy of *The National Educational Secretary*. If your copy doesn't arrive on or about the published delivery date, drop her a note with your correct address, legibly written. Have you seen a copy of the January issue of *School Activities*? It carries a printing on the Barrington manual for class treasurers. Our Lola is really clicking!

## \* Fall...WINTER...or Spring

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And our representatives who visit your offices appreciate your friendly services throughout the year.

\*Now is the time to expect that winter visit.

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# A Tribute to Agnes Hansen

Former National Officer Who Passed Away in October, 1955

(This Tribute was presented by Mrs. Grayce I. Elliott, Secretary to the Superintendent of the Ames Public Schools, at the Annual Fall Conference of the Iowa Association of Educational Secretaries in Des Moines, November 5, 1955.)

As we come to this part of our program today we pause to pay tribute to the memory of Agnes Hansen, who served for many years as Secretary of the Board of Education and to the Superintendent of Schools at Cedar Falls.

Those of us who knew Agnes, loved her as a friend, admired her as a person, and marveled at her ability to do so many things so well. She was someone we valued as a friend because she was true blue; she was fun to work with and more fun to play with.

Agnes had been a member of the state secretaries association ever since it was organized and of the National Association of Educational Secretaries for several years, and I don't know any member who put more into it or got more out of it. She served on the state level as secretary, vice president, and president. She was one of our most active members of National and was membership chairman for the State of Iowa.

Agnes was blest with those qualities of sweetness and friendliness which won for her a host of friends among girls from other states when she attended our national workshops and institutes. Her leadership will be missed in both our state and national groups.

I always think of Agnes as a person who did much for others and I would like to read these verses by John S. Brown entitled, "FOR OTHERS."

There are wonderful souls who live about,  
With a calling all their own:

Who do the tasks that the rest forget,  
Don't want to, or leave alone.

They do the so-called "little things"  
That never receive applause;  
The tedious, grinding, wearing tasks,  
That must be done for the  
"Cause."

And often others receive the praise  
For the labor, thus well done;  
Yet not a murmur escapes their lips,  
Nor a claim to the laurels won.

They live for OTHERS  
by deed and word:  
'Tis the creed they  
believe and love;  
Though never receiving  
their rightful  
due,  
Except from their  
God above.

I would like to close  
our tribute to Agnes  
today with this. It is  
titled "SUCCESS" and  
was written by B. A.  
Stanley. To me, it  
sums up in a few  
words, all the things

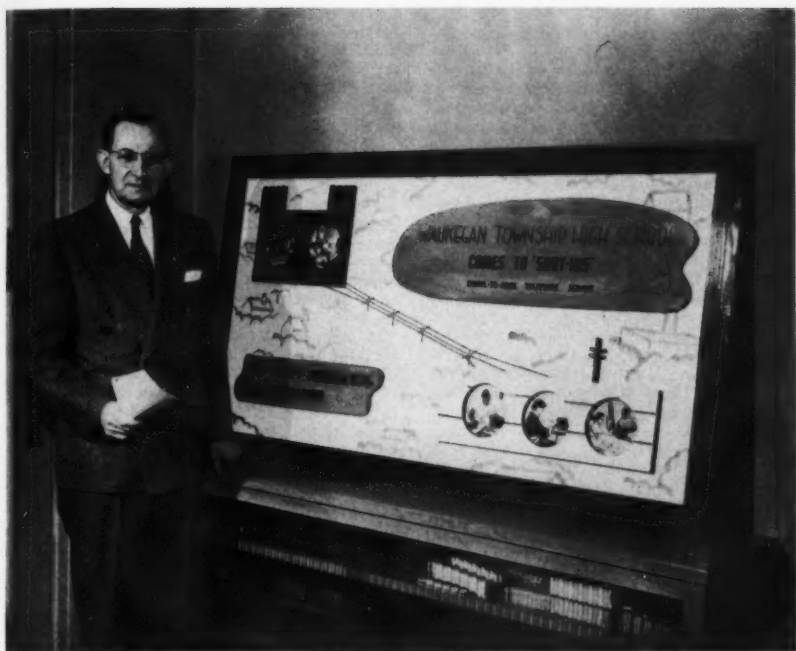
Agnes was, and did, in her associations with those who knew her intimately and appreciated her worth.

## SUCCESS

He has achieved success who has lived well, laughed often, and loved much; who has gained the respect of intelligent men and the love of little children; who has filled his niche and accomplished his task; who has left the world better than he found it, whether by an improved poppy, a perfect poem, or a rescued soul; who has never lacked appreciation of earth's beauty, or failed to express it; who has always looked for the best in others, and given the best he had; whose life was an inspiration; whose memory a benediction.







## THE CLASSROOM COMES TO SHUT-INS

By

CLARENCE E. PRICHARD, Superintendent  
Waukegan Township High School  
Waukegan, Illinois

Despite much progress in recent years in special education as a whole, a great deal more remains to be done to provide the special help which exceptional children need and to which they are morally and legally entitled.

In all parts of this nation, many thousands of children with cardiac, orthopedic, muscular, audio, and visual afflictions still suffer through society's failure to provide educational services from which they can benefit. These are the children who are not adequately cared for in special schools and classes or who are not receiving the necessary special attention in regular classroom situations. Though much has been done, much more needs to be done, for handicapped children. In many big

cities and rural areas alike the needs of some exceptional children are badly neglected. Fortunately, this is not always true. There are special classes and facilities of the highest type which afford the pupils they serve the opportunity for a good education. But even in such situations there is one large group of children who all too frequently are inadequately provided for or are even overlooked entirely. These are the homebound. Too often, indeed, the homebound or hospitalized student who cannot be transported to special schools and classes is the "forgotten child" of special education.

The education of such a child involves difficult problems: psychological, educational, and financial. We recognize that

some home and family situations are far from desirable, yet, too often, we have tended to leave the problem of the homebound child to his parents, without regard for their ability to care for his physical, mental and educational needs. We tend to say, "He is at home and in the care of those who love him." That may be good, but this is not enough.

The homebound child has many emotional, social and educational needs that must be met. He must be equipped to make, as best he can, a reasonable adjustment to the life that lies ahead of him, including the years after those who love him will no longer be at his side to minister to his physical, social and economic needs.

Besides unavoidable limitations of time and money in the educational services he receives, the homebound child is being otherwise shortchanged. Under some programs these homebound youngsters often receive little more than three hours of home instruction each week. Yet, at the same time, although a child may have a most serious handicap, we expect him to gain from this briefer period of time that which non-handicapped children acquire from a full-time school program.

We cannot overestimate the effectiveness and the tremendous importance of the work of home teachers. There is no substitute for it. Wise, resourceful, and devoted home teachers bring new inspiration and hope into the lives of these unfortunate youngsters. Nothing will replace these visits.

But, is home instruction enough? What happens to the child after the teacher leaves his home? What does he do? What does he think about? How well does he carry the burden of his affliction during the other hours of his tedious day when he is awake and unable to find escape and comfort in sleep? Between the essential visits of the home teacher, often there come isolation, boredom, and even despondency. Radio and television cannot fill the voids in the life of a child who is deprived of normal social and educational participation with other children of his own age who share his interests. How can we expect him, if and when he is able to make at least a partial if not a full recovery, to adjust to people and to the world that lies before him?

Such are the obvious limitations of a maximum program of home instruction as we know it. There are many communities where only two, or one, or no hours of home instruction are provided. Some states provide only correspondence courses for shut-ins. These conditions, notwithstanding the best of intentions and high educational standards, seem to be forced on some school systems by reason of finance or

because there is a serious shortage of qualified home teachers. We are all familiar with that problem. Especially serious is the shortage of home teachers who are certificated to teach secondary school subjects.

Five years ago we instituted, at Waukegan Township High School, a school-to-sanatorium intercommunication telephonic service to provide more fully for the educational needs of those of our students who were patients at the Lake County Tuberculosis Sanatorium. We found that teaching by telephone provided full-time, daily class participation for these students. It removed much of the feeling of segregation and, in a sense, put these pupils "back in school," among their classmates, thus actively filling many of their idle hours and indirectly providing for the remainder. It helped keep these students "up to grade," often improved their marks, and prepared them to step physically back into their own group when that became possible. It greatly increased the value of the still very necessary visits of the home teacher.

The school-to-sanatorium telephone service is a two-way communication between the classroom and sanatorium, providing the handicapped student with actual participation in the work of his class. Using a microphone and loudspeaker at both ends, this telephone circuit enables the shut-in student to hear classroom sounds and discussions. The teacher can call on him to recite, and the entire class can hear his recitation. By means of a "listen-talk" switch, the handicapped student controls the speaker and microphone in the schoolroom as well as his own. The schoolroom equipment is portable and can be carried from one classroom to another. Jacks are provided at any desired locations in the school or hospital for plugging in this equipment. At the present time twelve classrooms at our high school and two rooms at the sanatorium are so equipped. Additional outlets can easily be installed by the Illinois Bell Telephone Company which services this equipment.

The classroom equipment and the hospital equipment are interconnected by means of a private telephone line. The portable classroom unit weighs only four pounds and is usually placed on the teacher's desk or other suitable location at the front of the classroom. It requires no "listen-talk" switch since its change from microphone to speaker is controlled by the switch on the student's set. If a teacher directs a question to one of the confined students, the student flicks a switch on his set and the class hears his answer. The classroom teachers also visit the sanatorium once a week to help the students with any of their problems and to give oral or written

tests.

During 1950-51, two high school senior boys were the first to participate in the then experimental program. Both boys were enabled to graduate with their class in June, 1951. Since both of these boys had previously been under a bedside teaching program, their extremely favorable reaction to the telephonic program was deemed important in the extension of the system.

During the 1951-52 school year a senior was served by the program during the first semester before returning to regular classroom attendance during the second semester. In addition, a junior was under the program all year as were two freshman boys. During the following year, two students, a freshman and a sophomore, benefited from the program. We have continued to use the school-to-sanatorium hook-up whenever we have had one or more students confined to our local tuberculosis hospital. On several occasions since the inauguration of our program, students from other Lake County schools have been patients at the sanatorium here and they, too, have been served by our program when their school authorities requested it for them.

Use of telephonic service means that the handicapped or temporarily incapacitated

student can receive the same schooling, though confined to the hospital, that his more fortunate classmates receive. Important, too, is the effect of his school "attendance" on his physical health and morale. Being a participating member of his class stimulates his mind, focuses his attention on things other than his condition, provides emotional release and incentive to recover, and inspires a desire to excel. The mental therapeutic value of this bedside classroom is rated high by all who were responsible for or who have used the installation.

The system also has its advantages with the class as a whole. Members of the class learn good citizenship, learn to think about others, especially the less fortunate member of their group. They are careful not to make any unnecessary noises in the classroom that will be picked up by the unit and blur or distort the recitation. There is a noticeable improvement among the regular classroom students in their diction and behavior.

Then, too, there is a special time when students and teachers alike feel that the project is worth everything that has been put into it. That is when the class laughs. For at that time, over the loud speaker, they may hear their fellow-student laughing with them.



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# WORK SMARTER INSTEAD OF HARDER

By

MARION WOOD

Schenectady, New York



What do you think? Today I have been working with a girl who has been promoted into our department from general secretarial work. We were discussing short cuts and I showed how to make corrections on a bound copy. Her comment? "And all these years I and the other girls in my office have been carefully removing the staples when we had a correction to make on bound copies." Do you remove your staples? I hope not, for there is a much easier way, the back feed method.

Feed any single sheet of paper into the typewriter until the top edge is one inch above your line scale. Place the sheet to be corrected between the paper and the platen. Roll back the platen to the location of the correction. Easy, isn't it!

Here is a modification of that plan shown to me by a girl who worked in a lawyer's office. If you have three or four stapled sheets, no more, take any one of the sheets and insert it in the typewriter. Backfeed the sheet on which you are going to make the correction by placing it between the sheet already in your typewriter and the platen.

Are you making full use of the tab key on your typewriter? I am amazed how many secretaries overlook its many uses. For instance in centering many lines on a

page, set the tab stop in the center of your paper. Begin the complimentary closing and the date line in the same spot on your letter. Use the tab key to quickly find the starting point. I know you have been using it for centering titles and subtitles and columnar arrangements, but maybe you have been overlooking the first two.

Last summer when we took a tabulation of the pointers that girls wanted me to discuss in our three institutes, do you know the one that headed the list? Short cuts to duplication was on top! Here is a helpful one.

When preparing a stencil or a form letter on which you are going to insert an inside address, ever think of putting a light dot where the inside address should begin, I use a stylus because I can make a lighter dot than I can with my typewriter.

Try marking your backing sheet on the stencil for those specially placed lines. It makes placement worries disappear in a hurry. Hold the stencil up against a window pane with the copy in back of your backing sheet. Take a soft pencil and with a heavy hand indicate the location of those special lines right on the backing sheet of your stencil. Yes, dots of correction fluid on the stencil will do the trick if you don't make the lines too broad. I usually get mine too broad.

There is the problem of wanting every last line on each page of a report in exactly the same position. You can make yourself a little device that will assure your copies being uniform in length to the very line. Prepare a strip of paper numbered vertically from 1 to 33 single spaced. With scotch tape fasten the strip around the left edge of your platen, the extreme left edge. Align your first line with 0 and note the number on which you end the first page. Stop typing at this same point on all succeeding pages.

Do your ruling on the typewriter. It is

a real time saver. You can even rule stencils while they are in the machine if you have a plastic backer in back of the stencil. To hold the pencil or stylus steady, place the pencil in the corner of the card holding guide. When ruling vertical lines, lock out your standard spacing and roll your platen forward or back. For horizontal lines move the carriage from left to right. Your platen ratchet will give you even spacing between horizontal lines.

A year ago I had the pleasure of visiting the Admiral's ship. If you want to feel like a queen for a day, I recommend it. It's wonderful. The men all salute you; yes, I know it's part of their training, but all the same it's wonderful to be the only woman visitor on the Admiral's ship.

In my conversation with the chief petty officer, I asked him what kind of an eraser he used in making corrections. He drew himself up to his full height and replied: "Madam, you don't erase on the Admiral's work!" All I can say is, he's the first person whom I have met that does not erase on his daily work. Most of us welcome some information that will make erasing fast, clean, and inconspicuous.

Here's one that was new to me. If you blot the letter or letters to be corrected immediately after typing, you will absorb some of the surplus ink before it dries on the paper. A man who makes and sells erasers told me this one. I was just as surprised as you are; but it works. Only instead of using blotting paper, use a soft eraser and you must blot the error immediately after it has been typed. It's too late when you have finished the line.

You have an erasing touch exactly as you have a typing touch; light touch, and you need a hard eraser. Of course, the reverse is true; heavy touch, light eraser.

Are you having trouble correcting carbon copies? What about copies made with carbon paper ribbon? Do your corrections look "smeary" on a Multilith mat? Use plastic type cleaner as an eraser. It comes in boxes, and there are a number of brands: Star, Norta, A. W. Faber's and Eberhard Faber's. Sometimes it comes in strips but usually in cake form. It costs about 50 cents a cake, and I wouldn't be without it for carbon corrections and corrections on mats.

The Bud that some of us have seen at our institutes can be used the same way. Just pinch off a little piece, place your eraser shield over the letter to be corrected and apply the cleaner against the stroke. Pull it away. See the ink in it?

Just a few strokes of that soft eraser and your copy is clean and ready for correction.

In a school office a few days ago, a secretary was typing on a 3 x 5 card. She was having trouble typing close to the bottom edge. There's a simple solution to this one. Take a piece of paper and make a small pleat about  $\frac{1}{8}$  of an inch deep. Near the left and right edge of your paper scotch tape the pleat on both sides of the paper. If you are doing many cards draw a vertical line on the left to guide you in placing the card in your pleat for an even left-hand margin. Insert your pleated paper in the typewriter, place your cards in the pleat, and as our good friend George Goble says, "There you are, and here I am" working smarter instead of harder.

#### For Constitutional Revisions

If a law is good, good people want to keep it in force. If a law is not good, good people want to improve it. So it is with our NAES Constitution. Do we need any changes, anywhere? If you have a suggestion for improvement, send it NOW to your Revisions Chairman,

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# MARGARETTE MILLER

## PERSISTENT PATRIOT



Through the unrelenting efforts of Margarette S. Miller, secretary to J. J. Booker, Jr., principal of the Cradock High School in Portsmouth, Virginia, Francis Bellamy is now recognized as the author of the Pledge of Allegiance to the Flag. In addition to accomplishing the task of discovering the true author, which she did in 1939, Miss Miller initiated, four years later, a project to have the governors of states mention Francis Bellamy as the author of the Pledge in their annual Flag Day proclamation. Now this is done in all but three states.

Governor Christian A. Herter issued his 1950 Flag Day proclamation for Massachusetts with this inclusion:

"It is not without a rational design that our school children, in the presence of the American Flag, today recite daily a 'Pledge of Allegiance,' written by Francis Bellamy to these United States of America."

Margarette Miller undertook a third program which not only brings Francis Bellamy to the attention of local schools and their communities but also helps to promote good citizenship, provide lessons in patriotism, and develop pride of the community and alumni in the administra-

tion, faculty, and student body of their local secondary school.

On each Columbus Day, starting with October 12, 1942, Margarette Miller has presented the Francis Bellamy Flag Award, a large outside American Flag, to a representative high school in a different state. She established and personally presents the awards to help focus attention on Francis Bellamy as the author of the Pledge and to recognize those schools which emphasize patriotic teaching and development of good citizenship. To every ceremony is invited the president of the student body of each school having received the award.

The following schools have been recipients of the award: 1942 — Rome Free Academy, Rome, N. Y. (Bellamy graduated in 1872); 1943-1951 — Cradock High School, Portsmouth, Va. (transfer); 1944 — Ballast Point School, Tampa, Fla., (Bellamy passed away in Tampa in 1931); 1945 — Father Flanagan's Boys' Home, Boys' Town, Neb., (represented the youth of the nation for whom Bellamy worked and wrote); 1946-1955 — Senn High School, Chicago, Ill. (transfer), (seat of the Columbian Celebration of 1893, which brought about the writing of the original Pledge); 1947 — Lincoln High School, Portland, Ore.; 1948 — Arsenal Technical High School, Indianapolis, Ind.; 1949 — Francis T. Nicholls High School, New Orleans, La.; 1950 — Western High School, Washington, D. C.; 1951 — Northeast High School, Philadelphia, Pa.; 1952 — West High School, Cleveland, Ohio; 1953 — Annapolis High School, Annapolis, Md.; 1954 — J. W. Sexton High School, Lansing, Mich.; 1955 — Franklin High School, Seattle, Wash.

With the spreading participation of the past 13 years, involving transporting student body presidents from widely scattered states, the finances involved have become significant. Up until last year, all expenses of the award have been paid by the sponsor, herself. In 1954, Miss Miller arranged the incorporation of the Francis Bellamy Memorial Foundation whose stated purposes are:



"To perpetuate the memory of Francis Bellamy as author of the Pledge of Allegiance, to promote patriotism in schools of the nation, to lay a firm foundation for good citizenship, and to give deserving pupils an opportunity to travel and exchange ideas."

The Foundation will assist Miss Miller in continuing her fine patriotic awards.

The story of Margarette Miller's search to find the author of the Pledge of Allegiance is an interesting and amazing one which started in the mid-1930's when she was a free-lance press photographer.

The Pledge of Allegiance was written in 1892 on the occasion of the presentation of American flags to public schools in observance of the 400th anniversary of America's discovery by Columbus. And just as there have arisen questions about whom to credit for that discovery, there was confusion as to the authorship of the Pledge until this persistent patriot embarked on her research mission to establish, without doubt, the identity of the author. She ran down lead after lead before Francis Bellamy of Rome, New York was finally recognized as the author.

A speaker at a women's civic organization made a casual remark that the author of the Pledge of Allegiance to the Flag lay in an unmarked grave. This chance information stuck with Miss Miller — and it bothered her. She felt it was not right that the author of these words, which are probably better known and more recited than any others by Americans old and young, should be forgotten and lie in an unknown and unmarked grave.

So, Miss Miller proceeded to find out just who the author of the Pledge of Allegiance was. The more she inquired, the more disturbed she became for no one seemed to know the answer. And, what was worse, no one seemed to care. What started out to be a casual inquiry became, for almost twenty years, a one-woman crusade.

Although two or three of the best reference sources attributed the authorship to James B. Upham, publisher of the *Youth's Companion* at the time that magazine first published the Pledge in 1892, Miss Miller's inquiries brought to light two other claimants to the authorship: Frank Bellamy of Kansas and Francis Bellamy of New York.

The Kansas Bellamy's claim was based on the fact that, as a school boy, Frank Bellamy had used the words of the Pledge in a composition contest and had not indicated the source of his quotation. As the Pledge became better known, somehow, he was credited as being the author. When it was determined that Frank Bellamy's

school composition was dated three years after the Pledge of Allegiance was printed in the *Youth's Companion*, the Kansas Bellamy claim was ruled out.

Although Miss Miller had proved to her own satisfaction and to that of accepted reference works that James B. Upham, of the *Youth's Companion*, was the actual author of the Pledge, she continued to receive letters protesting that Francis Bellamy was, in fact, the author. For awhile she disregarded these protestations for she knew that the Kansas schoolboy's claim had been definitely disproved.

It was some time and several letters of protest later before Miss Miller realized that the letters of protest were coming from friends and family of Francis Bellamy of Rome, New York, and not from persons concerned with Frank Bellamy of Kansas. Here, then, was another claim she had to investigate. Francis Bellamy, she found, was a member of the editorial staff of the *Youth's Companion* at the time the Pledge was first published in the magazine.

In line with the policy of the magazine to publish without a by-line all the material written by its staff, the Pledge of Allegiance had appeared with no indication of authorship. Miss Miller was now confronted with the question: Did James Upham, himself, write the Pledge or did Francis Bellamy of his staff write it? She found evidence to accredit each. So, in order to establish, without a doubt, the true authorship, she asked the United States Flag Association to examine the evidence and render a decision. Three leading historians of the country, Charles C. Tansill, professor of American History at Fordham University, W. Reed West, professor of Political Science at Washington University, and Bernard Mayo, professor of American History at Georgetown University, were asked to consider the evidence submitted by members of each of the two families and to determine if possible which man was the real author of the Pledge. In 1939, 8 years after his death and 47 years after the Pledge of Allegiance was written, Francis Bellamy of Rome, New York, was officially recognized as its author.

Such authoritative works as the *World Almanac*, *Information Please Almanac*, *Encyclopedia Britannica*, and *Bartlett's Familiar Quotations* have joined a long list to help establish this significant historical fact in our nation's history.

True it is, James B. Upham deserves much credit for the idea of the Pledge and he deserves credit, too, for the fact that the American flag is flown in the schools

of today. His was a stirring and fruitful crusade to rekindle patriotism in the United States at a time when such feelings were at a low-ebb. But, he did not write the Pledge of Allegiance; he delegated that job to one of the members of his editorial staff, Francis Bellamy.

The original words of the Pledge were: "I pledge allegiance to my flag and (to) the Republic for which it stands — one Nation indivisible — with liberty and justice for all." The first change in wording came in 1923, at the first United States Flag Day conference in Washington, D. C. Instead of "to my flag," it was modified to read "to the flag of the United States." In 1924 "of America" was added after "United States." On Flag Day, June 14, 1954, when President Eisenhower signed a congressional act inserting the words "under God," he thus authorized the third change in the wording of the Pledge since

it was written in 1892.

For her part in establishing the authorship of the Pledge, and in perpetuating his memory through her sponsorship of the Francis Bellamy Flag Award, Margarette S. Miller was presented the Senate Award, joining such illustrious previous winners as former President Herbert Hoover, Eddie Rickenbacher, J. Edgar Hoover, and Thomas E. Dewey.

The staff of this magazine joins with educational secretaries everywhere in saluting this colleague whose inquiring mind, sustaining purpose, and unfaltering energy have brought her so nobly to the fulfillment of her dedicated mission. We salute, too, her diligent patriotism which inspired her to inaugurate and continue her annual Bellamy Flag Award. All American educational secretaries can take pride in Margarette Miller, fellow-secretary.

—MARIE M. BEATTY

## MACHINE EQUIPMENT FOR EFFICIENT OFFICE OPERATION

1954 Publication

A Review By  
**LOLA E. RIEKE**  
Barrington, Illinois

The American Association of College Registrars and Admissions Officers' 91-page publication reviews equipment usable in various phases of college registrars' office work. The information contained in this booklet can well be used by personnel in a large school system already using machine operations, or a medium-sized system that is looking toward an expansion program and is beginning to mechanize its operations. Oftentimes the addition of a machine will relieve the pressure during the busy season so that extra help will not be needed to get out work on time. A machine that saves personnel saves money. Getting out work on time helps public relations. Machines do not call for different types of employees — merely training of those on the job.

The introductory chapter calls attention to ways of determining need of equipment, viewing and selecting equipment, and to the effect on the clerical staff.

The following types of machines are discussed, models described and evaluated, and approximate prices given. The list of machines is not all-inclusive, but the anal-

yses are very helpful in considering those listed as well as other models.

Correspondence Equipment — dictating machines, folding machines, automatic typewriters, letter openers.

Duplicating Equipment — various processes, machines, and accessories.

Identification Picture Equipment — preliminary report only.

Microfilm Equipment — needs, limitations, steps in planning the program, list of institutions using such equipment.

Photocopying Equipment — uses, selection of equipment, permanency of end-product, types of processes, eleven manufacturers' models evaluated.

Punched Card Equipment — applications in student accounting, operators, sources of equipment for rent or purchase, benefits in extended utilization of equipment and expanded services.

It would be helpful to read this booklet before you start looking at machines. You may secure a copy from Nelson M. Parkhurst, Associate Registrar, Purdue University, Lafayette, Indiana, for \$1.00.



# NORTHWEST REGIONAL CONFERENCE

SEATTLE, WASHINGTON

November 11, 12, 13, 1955

By

JUAN R. HUSEBY

Administrative Assistant, Auburn Public Schools, Auburn, Washington



The Seattle Association of School Secretaries hosted an Open House at the New Washington Hotel on Friday evening. The friendly atmosphere of this luxurious "winning and dining" could still be felt on Saturday morning when over one hundred efficient and attractive school secretaries gathered at the Seattle Schools Service and Administration Center to glean additional knowledge as to how to become more efficient and attractive.

Elberta Macgregor, treasurer of NAES, presided and Mr. Samuel E. Fleming, Superintendent of the Seattle Public Schools, welcomed the group. Rachel Maynard, second vice president of NAES came all the way from Tucson, Arizona, to give the response.

Our national president, Martha (to know her is to love her) Luck, outlined a three-point program aimed at Readiness, Responsibility and Recognition. Charlotte Parr, national recording secretary, and Winnie Bolinger, president of the Eugene, Oregon, Association of Educational Secretaries, presented *File It Right and Find It* in such a manner that you wondered how you could possibly have done otherwise. In her speech, Mrs. Frankie Schmitz, Personnel Director of the Seattle Children's Orthopedic Hospital, advised all Nancys: "When things get hectic, fly into a calm." (Would that I could.)

The friendly greetings, delightful table decorations and corsages for each and every secretary — courtesy of the Shoreline Association of Educational Secretaries who were the hostesses — made the luncheon at the Norselander a social highlight.

The afternoon session included a discussion by a panel composed of "bosses" and secretaries and was entitled, "A Review of Nancy's Job." One of the charming secretaries presented the following "Ten commandments for a Perfect Boss":

1. Thou shalt take a course in penmanship.
2. Thou shalt not invade the sanctity of the secretary's files.
3. Thou shalt not mumble while dictating.
4. Thou shalt not chew thy pencils, expecting the secretary to keep them sharp.
5. Thou shalt not commence to dictate after 4:00 p.m.
6. Thou shalt remember that thy secretary is human and therefore not expect the impossible.
7. Thou shalt keep sacred the coffee hour.
8. Thou shalt not bear false witness against thy secretary for thine own error.
9. Thou shalt not covet thy secretary's stapler or letter opener.
10. Honor thy wonderful, intelligent, indefatigable, indispensable and irreplaceable secretary with a raise and a day off.

A "boss" naturally had to retaliate with the "Ten Commandments for a Perfect Secretary":

1. Thou shalt have no other idols before him.
2. Thou shalt answer the telephone with discretion and never reveal that the boss "is not in yet" even though it might be ten o'clock in the morning.
3. Thou shalt unobtrusively correct his spelling or phraseology and present the corrected copy as the boss's own.
4. Thou shalt keep thy tongue in thy cheek when offering suggestions to

thy boss knowing full well that he may claim the credit for a *good* idea but you must be the sponsor for all others.

5. Thou shalt not be surprised or alarmed upon discovering an unannounced change of policy or procedure as thy boss will have merely overlooked letting you know in advance.
6. Thou shalt set up a barricade against his enemies for his name's sake and deliver him not.
7. Thou shalt forever keep his escape hatches open.
8. Thou shalt refrain from giddy, giggling, gabble and noticeable personal pleasure palaver especially when the boss is about to blow his top over an aggravating, exasperating, extenuating pupil, parent, personnel problem.
9. Thou shalt smile and laugh at the boss's jokes and wise cracks regardless of how often you've heard them or how dull and flat they be.
10. Thou shalt always greet the boss with a cheery "Good morning" and a pleasant "Good night" even though the day has been a hard one.

The general conclusions of the panel pointed up not only the fact that the requirements and responsibilities of a building secretary and a central office secretary differed in many respects, but also the fact that one was just as indispensable as the other.

"What May Nancy Expect from Her Professional Association" was the title given the enlightening topic which outlined the aims, purposes and accomplishments of the local, the state, and the national organizations. And remember, "You don't get to heaven by just paying dues."

What a glamorous group of secretaries! Every Nancy turned into a Marilyn for the dinner on Saturday evening. Agnes Huffaker, president of the Seattle Association of School Secretaries, was as gracious in the role of toastmistress as she was attractive. "Men" added to the atmosphere with the presence of several bosses and dignitaries.

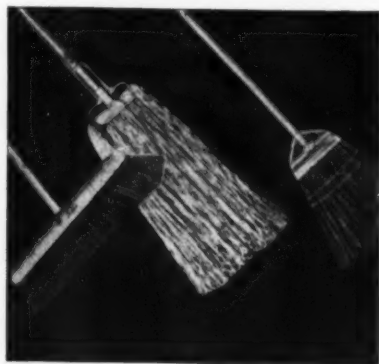
Martha Luck's talk, "Blue Prints, Past, Present and Future" held us spellbound and Dr. R. Franklin Thompson, President of the College of Puget Sound in Tacoma, filled our hearts with pride of our job in his speech, "The Ramparts We Watch."

Whether the journey had been made to Seattle for self-improvement, general enlightenment or pleasure, this well-planned conference had fulfilled each desire.

## STANDARDS FOR EDUCATIONAL SECRETARIES

A proposed program of Standards for Educational Secretaries has now been set up by Corinne Messenger and her working committee and Rachel Maynard, chairman of affiliations, has sent a copy to the president of each affiliated group. It is expected and hoped that these groups will give serious thought and discussion to the proposed standards program and will report back to Rachel the feelings of their members about the program.

Copies of the proposed program are available, too, for mailing to interested individual members of NAES. To secure a copy, write to President Martha S. Luck.



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# The First Twenty-One Years

By

MELBA DEMAREE

Franklin, Indiana

At the conclusion of twenty-one years, it is well for us, the members of the National Association of Educational Secretaries, to take inventory, to see if we are truly growing, and to record for future members a history of our organization.

The organizational meeting was held in the National Geographic Building, Washington, D.C. on July 5, 1934, with representatives from Ohio, California, Tennessee, New Jersey, Pennsylvania, and the District of Columbia in attendance. Louise H. Henderson of Philadelphia was elected temporary chairman.

The first National Convention was held in Denver in 1935 with 41 members present from 6 states. This meeting laid the foundation for our National Association as it exists today. A membership of 572, representing 34 states, was reported at the end of the first year. A Constitution and By-Laws were adopted, and the following officers were elected: Louise H. Henderson, Philadelphia, president; Florence Stubbs, Denver, vice president; Lillian Pecori, Philadelphia, recording secretary; Belle H. Bloom, Cleveland, corresponding secretary; Harriet Kunkle, Philadelphia, treasurer; and the following Executive Board Members: Dorothy Augustin, Milwaukee; Evelyn Knoff, San Antonio; Elsie Staehle, Philadelphia; and Esther Towers, Washington, D. C. Belle Kuehny of Los Angeles was the first membership chairman. Louise Henderson served as president until 1940, and at the annual convention in Pittsburgh in 1944 was elected to the position of President Emeritus of the Association, in recognition of her work in organizing and guiding the Association during its first years.

During 1935 and the early part of 1936 sectional meetings were established so that secretaries who could not attend the national meetings could have a share in the growth of the National Association. With the exception of the wartime years, this practice has continued.

The first edition of the *National Secretary* was issued early in 1936 with Helen Haycraft of Washington, D.C., as editor. In addition to editing the publication, she mimeographed and stapled over 600 copies

and prepared them for mailing. From this humble beginning the magazine has grown in quality and quantity of content, in style, and in advertising.

The second National Convention was held in Portland, Oregon. Plans for this meeting, as well as the one held in Denver the year before, were carried on entirely by mail; in fact, the Portland secretaries had never heard of the National Association until they were written to and their help solicited in planning the Convention. They gladly accepted this responsibility and extended cordial hospitality to all those attending.

The third National Convention, held in Detroit in conjunction with the NEA meeting, far exceeded in attendance the previous two.

We cannot look back on these first years without paying tribute to the National Education Association. The officials have conducted many surveys for us, and have been a source of help throughout the years. Much credit, too, goes to Mr. Cameron Beck, then Personnel Director of the New York Stock Exchange, who spoke to school groups from coast to coast. As our Good Will Ambassador, he mentioned our Association wherever he went, both to the superintendents and the secretaries. At the 1938 annual meeting it was voted to confer an honorary membership upon Mr. Beck, and one of the 1939 issues of the magazine was dedicated to him.

It was deemed a real achievement to have well-known speakers at our meetings during those first years, especially since there was no money to pay an honorarium. Included among these speakers were U. S. Senators Gerald Nye and Josh Lee; Mr. James Roosevelt; Mayor Fiorella LaGuardia; Mr. Clifford Goldsmith; Dr. John Studebaker, U. S. Commissioner of Education; Dr. Alexander J. Stoddard; Dr. William Carr; Dr. William Kilpatrick; Dr. Willard Givens; and Dr. Willis A. Sutton.

The Affiliation program for state and local groups was initiated at the 1939 Convention in San Francisco. The program has grown from the 22 groups reported

affiliated with the National Association in 1949 to the 106 affiliated groups reported in 1955.

There have been annual conventions and sectional meetings held each year, with professional programs planned and nationally known speakers presented. And there has always been time for fun and good fellowship. Due to wartime travel restrictions, there were no conventions held in 1943, 1944, 1945, and 1946; however, Executive Board meetings were held during those years.

The first workshop sponsored by the National Association was held at Columbia University in June of 1945, with 169 girls from 27 states in attendance. Later the same summer, other workshops were held at Northwestern University, Kent State University, Central Missouri State Teachers College, and Purdue University. Since then, there have been workshops and institutes co-sponsored each year by our National Association and state and local associations with various colleges and universities. Interest has continually grown, both from the standpoint of the educational secretaries, and that of sponsoring colleges and universities.

Perhaps the greatest stride in the professional growth of our association up to that time occurred when the National Association of School Secretaries was accepted in 1946 as a Department of the National Education Association. This was a definite step in professionalizing the position of the school secretary and carried with it a certain amount of prestige, winning us the recognition of other professional groups in the educational field.

In 1951 the name of our organization was changed from National Association of School Secretaries to National Association of Educational Secretaries, and at the same time the name of the magazine was changed to *National Educational Secretary*.

A source of pride to the members is the publication of two handbooks for the use of educational secretaries. The first, *File It Right and Find It*, a filing manual, was published in 1953; and the other, *Blueprint For Action*, a handbook on the preparation of handbooks, was published in 1955. These publications were made possible by the work and cooperation of many, many educational secretaries from coast to coast and the assistance and cooperation of the Research Division of the National Education Association. A third manual, a Public Relations handbook, is now being written.

As the end of these twenty-one years

is approached, some of the trends which characterized the expansion of the Association during the period of our existence are apparent. And, along with the expansion of the professional organization, has come a marked growth in the professional status of the individual educational secretary.

As the services rendered to administrators, teachers, pupils, and the public became broader as well as increasingly specialized, educational secretaries have tended to become alert to a need for better training for their jobs. Opportunities for in-service training have been provided by NAES through institutes, workshops, and regional meetings. This training has given the impetus for many educational secretaries to continue their training at the college level. The establishment, at various collegiate institutions, of a 30-hour certificate for educational secretaries provided further encouragement of this professional growth.

NAES has been instrumental in informing administrators and boards of education of the increased readiness of their secretaries to assume greater responsibilities and to take a definite place on the educational team. This information has been used to provide more opportunities for service and growth in the personnel of school offices.

The membership role of NAES has now expanded to over the two thousand mark. And the increase of affiliated group memberships brings a closer correlation between national, state, and local educational secretaries' associations. This larger membership makes for an ever-widening program of services which can be given individual members.

Continuing growth is an indication of loyal cooperation, devotion to an ultimate goal, and a bond of fellowship which comes only through working together and sharing worthy endeavors. A successful national organization must maintain a strong working faith in the worth of the profession it represents. It must recognize the place of the 'grass roots' associations who are its affiliates. It must strive always to build for the future. And, it must rejoice in the accomplishments of its members.

The past is merely a prologue to the future. As the National Association of Educational Secretaries look to the years ahead, it must hope for a consolidated effort of many more educational secretaries united as members of its significant organization working toward an ever higher professional level.

# LIFT YOUR VOICES.....

## ALL YOU NANCYS!!

By

ELEANOR EGNER

Battle Creek, Michigan



Yes, lift them loud and clear and strong to help "spread the word" about the aims, objectives, activities, and projects of your professional association, the National Association of Educational Secretaries. They are significant goals and very much worth working toward and striving to achieve, and worth broadcasting to all the potential NANCY NATIONALS in your own offices or systems, in those suburban systems just outside your towns, yes, even in the next town. And while you are telling them about the national association, also include your state, county, and local associations — there must be a "one-ness" among all the groups, since the aims of each are fundamentally the same.

Yes, every NANCY NATIONAL should consider herself an unofficial member of the Membership Committee and of the Publicity Committee. (We could mention several others.) So much more can be accomplished by those personal contacts than by scores of written words — too many of which wind up in "File 13"!!

Publicity? Yes, there is a Publicity Committee! It is made up of a central committee of five members, and it is our hope to have on the large general committee a representative from each state and local association affiliated with the National Association of Educational Secretaries. In

August an appeal was made to each association president to appoint a member of her group to serve on the NAES Publicity Committee. Several have responded, but not nearly enough if the work is to move along as it should and as we hope it will. Elsewhere in this issue is a list of the appointees to date, but it is never too late to add names to the list. So won't the rest of you presidents appoint your representative to work with us?

The central committee is responsible for sending to the members of the general committee news and information to be relayed to their associations at meetings, through their newsletters, or by whatever means of communication they use in contacting their membership. Such material would include conference, convention and institute programs, as they become available, and would be sent out between the issues of *The National Educational Secretary*, which is published three times each year . . . fall, winter, and spring.

The central committee is also attempting to have articles published in various educational magazines. A letter, along with a suggested news release about *Blueprint For Action*, has gone to the editors of the sixty-three state education association journals, and this material has been used by some of them. These letters, and a somewhat similar one to the forty-nine state superintendents, were sent over the signature of the president of our association, Martha Luck. Another letter has been sent out from the NEA offices in Washington to the members of the American Association of School Administrators telling of our new handbook on handbooks, and extending, through them, an invitation to their secretarial and clerical staffs to join the National Association of Educational Secretaries. In short, the central committee tries to think of and plan ways to publicize the activities and projects of the NAES.

The primary function of the general committee is two-fold: to pass along to each affiliated group, information about the NAES, and in turn, to publicize the activities of their groups by sending any

news or copies of their newsletters to *The National Educational Secretary*, through the *Listening In Reporter* for their area. Many associations do not have newsletters, and it would be a real feather in the cap of the publicity person for that association if she would start publishing one while she is serving in that capacity. On the other hand, many associations do already issue a newsletter to their members. Some of these publications are excellent and are a real credit to the association and to the editors.

The Publicity Committee also works with the other NAES committees in any way possible. Material has recently gone out to the general committee members, telling of the work of the Ways and Means Committee, and helping to advertise the "wares" of the association — the *File It Right* and *Find It* and the *Blueprint for Action* books; the 35mm slides and script, the visual presentation of *File It Right*; and the Nancy National notepaper.

Another few words about each and every one of you working on membership. NAES is anywhere and everywhere there is a member. We must continually point out to all educational secretaries that the professional associations (state and local, as well as national) are THEIR associations and are what THEY make them, through their interest and their membership, by exercising the privilege of voting and by participating in the various studies and other activities. An association can grow only through the united efforts of its members, and their willingness to grow and advance in their chosen profession.

Yes, we do have a Publicity Committee, but we need all your NANCYS to help us "toot our horn." It's YOUR association, you know, and they say it pays to advertise! Let's lift our voices as one united voice for the NAES.



**For you! By famous chefs!**

ALMOST in no time, you can serve a Sexton Menu Marvel—a hot, savory Chicken Fricassee—a filling meal of flavorful Spanish Rice—a dessert of luscious San Jose Prunes! More than a dozen Menu Marvels—prepared by famous chefs at Sexton—famed purveyor of fine foods for foremost hotels and restaurants. You find Sexton foods at better independent grocers.



**Sexton**  
*Quality Foods*

John Sexton & Co., Chicago

## LOS ANGELES CONVENTION SLIDES

Believing that "one picture is worth a thousand words," the 1956 Convention Committee has arranged a set of colored slides showing some of the places and things that next summer's convention delegates will see. These are standard 2x2 transparencies and includes various scenes in the Los Angeles area as well as some of the places that will be visited on the sight-seeing trips — the Farmer's Market, Marineland Oceanarium, and Disneyland.

There are approximately fifty pictures in the set.

Would you like to show the slides at one of your regular meetings? This may stimulate interest in attending the convention next summer as well as being something different for a meeting. The set is available to any group; dates will be scheduled in the order requests are received. Send your request, giving first and second choice of dates, to Bettye R. Wells, 2042 West 70th Street, Los Angeles 47, California.



# NANCY'S INSTITUTE PROGRAM

By

CHARLOTTE PARR

Eugene, Oregon



On the first day of the New Year NANCY looks back at 1955 institute records and then forward to the 1956 institute program.

The evaluation questionnaires of the 1955 institutes held at The University of Texas, Northwestern University, and New York State University College for Teachers reveal some interesting facts and figures on NANCY'S professional growth.

That NANCY is interested in professional growth is evident in the number of institutes she has attended. There were 614 institute experiences tabulated, with 238 educational secretaries attending their first national institute, as follows:

*Educational secretaries requesting credit for attendance at national institutes:*

- 101 have attended one
- 28 have attended two
- 18 have attended three
- 5 have attended four
- 9 have attended five
- 7 have attended six

*Educational secretaries not requesting credit for attendance at national institutes:*

- 137 have attended one
- 32 have attended two
- 10 have attended three
- 5 have attended four
- 1 has attended five
- 3 have attended six
- 1 has attended seven
- 1 has attended eight

That NANCY'S professional growth is recognized by school boards and administrators on all levels of educational administration is indicated by these figures:

- 142 educational secretaries were granted professional leave to attend institutes, while 124 used vacation time.
- 158 educational secretaries received financial assistance from their school system, state department, college or state education association.
- 58 educational secretaries received financial assistance from local or state educational secretaries associations.
- 143 educational secretaries were expected to give reports, oral or written, when they returned home.

That NANCY wants to continue her professional growth is noted in her suggestions for locations for future institutes. She has suggested colleges and universities from Washington to Florida, and from Maine to California.

The Institute Program for 1956 offers NANCY an opportunity to choose now the institute she will attend during June or July, 1956. At four locations across the United States, Fayetteville, Arkansas; Austin, Texas; Newark, Delaware; and Los Angeles, California; institute planning is in full swing with university personnel recruiting staff members and meeting publication deadlines on publicity brochures. Local and state committees are planning the extracurricular activities and making arrangements for housing and transportation. The national Mailing Committee and your corresponding secretary are moving into high gear to be sure mailing labels are prepared on schedule for the brochure mailing. The Publicity Committee is preparing new releases for local and state associations and educational publications so that every educational secretary may be aware of the professional opportunities available to her. The Institute Planning Committee has been functioning in the planning in Delaware, Arkansas, Texas, and California. Institute planning involves many people over a long period of time.

The following advance publicity on the 1956 Institute Program is available at this time:

(Continued on page 48)

# . . . . . LISTENING IN

## NORTHEAST REGION

(Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)



Miss Wilma R. Haight, Reporter  
28 Hillside Avenue  
Glen Ridge, New Jersey

Congratulations to the Maryland gals who organized their state association on October 21, 1955. Nancy National welcomes her new Maryland cousin.

### CONNECTICUT

Look for a carload of "Connecticutters" at the regional conference in Washington next March! The Connecticut Association of Educational Secretaries is formulating plans to have a large representation at this meeting and hopes to be able to reserve an entire coach for its delegates on the train trip to and from Washington.

Connie Connecticut made her debut at the Chicago convention last July and took her place with the rest of Nancy National's cousins. Also during the past year an official pin was adopted for presentation to retiring officers. A similar pin is available for purchase by members.

Another project for 1954-55 was the presentation of \$10.00 prizes to graduates of commercial courses in several high schools throughout the state. This type of activity stimulates the interest of members and also helps to publicize the Association.

Four regional meetings have been planned for this year by the Connecticut Association. The first of these was a Christmas Social held at the Wooster Junior High School in Stratford. The remaining meetings will be held in West Hartford in March, Greenwich in April, and Windham in May.

A sidelight on the Christmas Social held last December: prizes were awarded for the grab bag gift most attractively wrapped and for the gift most uniquely wrapped. Suggestions for a unique wrapping were

"anything from chicken wire to pipe cleaners and satin ribbon to an old shoe lace."

We regret these suggestions reach you too late for Christmas!

### DELAWARE

What's new in Delaware? We don't know; and we can't find out! Our most winsome epistles elicit no response. Would the Delaware publicity chairman please get in touch with the Northeast regional reporter, and thus avert a case of journalistic hara-kiri?

### MAINE

"Just Easy" was the subject of a talk given at the annual convention of the Maine Educational Secretaries Association last October by Mrs. Louise B. Miller, Dean of Women and Head of the Department of Business Education at Husson College, Bangor. In taking life easy, security must come from within and peace of mind must come from poise. Mrs. Miller advocated long-term planning in life and suggested the following rules: 1) love—losing ourselves in the love of others; 2) singleness of purpose; and 3) development of a hobby or interest.

The address was followed by a business meeting at which the following officers were elected: president, Electa Brown; vice president, Norma Saunders; secretary, Fleurette McClure; and treasurer, Martha Crowley.

Plans have been made for a meeting of the Maine secretaries at Gorham State Teachers College in the Spring and for a camp outing in the late Summer or early Fall.



## Kennebec County

At their county teachers convention, the Kennebec County secretaries held what was referred to by our Maine correspondent as a "jam session." 'Twas a cool conference and the gals were real gone. Or transcribed: the session, which was primarily for the purpose of discussing secretarial and office problems, was so successful that the Kennebec County secretaries are planning to make the meeting an annual event.

## MARYLAND

Over 250 Maryland educational secretaries met at Towson Senior High School on October 21 for the purpose of organizing the Maryland Association of Educational Secretaries. After an address by Mrs. Louise H. Nelson, president emeritus of the National Association of Educational Secretaries, an organization meeting was held at which officers and regional chairmen were elected. Miss Phyllis Soine was named president of the brand new association. Phyllis is also the recently-elected president of the Baltimore County Association; so, our double congratulations to her — and maybe a bottle of aspirin?

## Baltimore County

Would you like to have your problems solved, secretarially speaking? The Baltimore County Educational Secretaries Association has set up a welfare committee to help Baltimore County secretaries with their office problems, and urges all members to submit their questions in writing to the committee.

The official publication of the Baltimore County Association has been christened *Off The Keyboards* as a result of a contest held to select a name for the paper. The winner was Mrs. Anita B. Hipsley, secretary at Westchester Consolidated School.

## MASSACHUSETTS

Civil Service for school department clerical employees not already under Civil Service is the current project of the Massachusetts Association of School Secretaries. The Association has instigated a petition that has been submitted to the state senate, requesting that such employees be included under section 47B of the Civil Service law. The petition, which will be acted upon in February, does not make it mandatory for secretaries to be under Civil Service. Should the bill become a law, Civil Service will become effective only as each town votes on the issue.

## NEW HAMPSHIRE

Integration of the State Employees Retirement System with Social Security was discussed at the annual fall meeting of the New Hampshire Association of Educational Secretaries on October 21 in Manchester. Mr. Paul R. Fillion, Director of Educational Finance for the State Department of Education, explained briefly the proposed plan. A question and answer period followed Mr. Fillion's talk.

Following a business meeting, a luncheon was held at the Manchester Country Club. Guest speaker was Mr. William R. Barry, Superintendent of Schools in Northampton, Massachusetts. Having paid tribute to the valuable work given to education by the secretary and the important role she plays in the success or failure of her "boss" and the school system in which she works, Mr. Barry pointed out the importance of teaching our children about their great American heritage. Today we have 32 million pupils in America's schools. By 1965 it is anticipated we shall have ten million more. It is essential that these millions of pupils be thoroughly imbued with their American heritage.

Seven New Hampshire secretaries attended the Albany Institute last August and returned home with reports of a very profitable week. Net gains included seven cents from the Saratoga races.

## NEW JERSEY

What do the school administrator and the school board member think of professional standards for the educational secretary? The New Jersey Association of School Secretaries engaged in some research on this all-important question by means of a panel discussion held at the opening session of its 18th Annual Convention in Atlantic City last November. Contributing to the discussion as panel members were Mr. J. Harvey Shue, County Superintendent of Schools of Gloucester County; Mrs. Reba Sigafoos, secretary to the County Superintendent of Schools, Cumberland County; Dr. Lester J. Ball, Superintendent of Schools, Millburn; Miss Emma G. Castner, of National repute; and Mrs. Allen B. Crunden, Jr., member of the Montclair Board of Education.

Mrs. Crunden, speaking on "The Board of Education and Professional Standards for the Educational Secretary," had a few words of sound advice for secretaries who would like to bring their need for professional recognition to the attention of Boards of Education. We pass Mrs. Crunden's suggestions on to you in the belief that they will be of help.

- 1) Request your Superintendent to make room on the Board agenda for a report from a member of the secretaries' association. The report should be limited to ten minutes and should be in the form of a job analysis.
- 2) Give each member of the Board a copy of publications issued by your local, state, and national associations.
- 3) Invite Board members to participate in secretaries' workshops.
- 4) Publish a loose-leaf handbook for new secretaries.
- 5) Give in-service training courses in local districts.
- 6) Ask permission to attend workshops or institutes, and submit a written report of such meetings to the superintendent.

Guest speaker at the luncheon on November 12 was Mrs. Madeline Strony, Educational Director, Gregg Publishing Company Division of the McGraw Hill Book Company. Mrs. Strony described the secretary's role in tomorrow's world and told of present and future office machines and devices designed to make the secretary's world a pleasanter place in which to live. Mrs. Strony's talk was received with applause, wistful sighs, and speculative contemplation of the tax rate!

#### Bergen County

The Bergen County Association met October 25 and elected a new slate of officers headed by Lillian Bopp of Englewood as president.

#### Union County

The Union County Association of School Clerks and Secretaries met December 6 for its annual Christmas dinner meeting. At this meeting the corresponding secretary, Mrs. Audrey Ruban, distributed the Union County Directory of School Clerks and Secretaries for 1955-56. Mrs. Ruban refers to the compilation of this directory as "one Harry of a job," but by the time it's finished, the Union County Secretaries know who's who — and where!

#### Washington, N. J.

We wish to congratulate the national junior past president, Miss Emma G. Castner, on her new office. Formerly located in the high school, the Superintendent of School's new office is now in a renovated and refurbished building in the center of town. The office was completed first, Emma and the superintendent placed therein, and the building refurbished around them. When your intrepid reporter journeyed to Washington to do a bit of on-the-spot reporting, she found it necessary to leap excavations, walk planks and sidestep saw horses in order to reach the inner sanctum. Miss Castner managed

this with her usual poise and serenity. Your reporter, however, caught her foot in a conduit and lost her aplomb.

The office is lovely and we wish Miss Castner all the best in her new quarters. Just one question, Emma: How do you handle the affairs of the entire Washington School District with only two filing cabinets? *File It Right* just isn't that good!

#### NEW YORK

Why do secretaries attend institutes? According to the results of an evaluation questionnaire distributed at the Albany Institute last August, 38 of those present came because they were interested in their own professional growth and improvement. Five secretaries were motivated by "intellectual curiosity." On the social side of the ledger nearly 50% of the replies indicated that the banquet was the event most enjoyed; while one exhausted secretarial soul put in a plea for a "less strenuous social program."

The esthetic triumphed over the material as 20 industrious instituters voted for shorter lunch hours. A secretarial suppressed desire to be heard as well as seen was evident in the requests for more "gab sessions," longer discussion groups, more participation from the floor, and one night for "just plain talking." Fifty-one different sites were suggested for next summer's institute; but seven limp and perspiring participants will go "any place that's cool!"

A display of forms used for school census taking, report cards, and requisitions received particular attention at the Open House preceding the third annual convention of the New York State Association of Educational Secretaries. The convention was held in Buffalo on Friday and Saturday, October 7 and 8. A jet-propelled program got underway at 9:30 a.m. Saturday morning with an address of welcome by Mr. Harry I. Good, Deputy Superintendent of Schools in Buffalo. Mr. Good defined conventions as a clinic where one may study the best methods and examine the procedures employed by the best organizations in a particular field. Conventions, in Mr. Good's opinion, are here to stay!

Following Mr. Good, Kathleen M. Wilson, Senior Accountant of the Great Neck Public Schools, spoke on the advantages offered by membership in the National Association of Educational Secretaries.

Came next the business meeting at which the following officers were elected: Crete A. Deming, president; Barbara Klumpp,

vice president; Ruth M. Tongue, corresponding secretary; Yvonne Boulia, recording secretary; and Kathleen M. Wilson, treasurer.

Time out for lunch; then the delegates reconvened to hear Mr. I. S. Hungerford, Administrative Director of the New York State Employees Retirement System, whose topic was, "What Your Retirement Means to You." Mr. Hungerford stressed the importance of belonging to an active retirement system and pointed out its many benefits. A study is now being conducted to determine whether it is desirable and practical to integrate Social Security with the State retirement system.

The second speaker of the afternoon was Dr. George R. Sherrie, Coordinator of Field Services, State University of New York, College for Teachers, Buffalo. Dr. Sherrie chose for his topic, "How Well Are We Working Together," stating five levels of cooperation and also setting forth the qualities he believes a secretary should possess. But Dr. Sherrie does not place the entire burden of proof on the secretary. The employer should also cooperate to the extent of paying his secretary adequately, extending such privileges as sick leave, publicizing her discovery of new and more efficient methods of performing her duties, and particularly by sincerely thanking her for little jobs done every day.

Following Dr. Sherrie's address the conventioners were taken on a guided tour of the campus of the State University of New York, College for Teachers at Buffalo, returning for tea in one of the music rooms.

At the banquet that evening, Miss Isabel M. Paddock, retiring president, traced the growth of the New York Association since its organization on October 19, 1951. The program was concluded by an address by Dr. Marvin A. Rapp, professor of Social Studies at Buffalo State Teachers' College. The title of Dr. Rapp's talk was, "New York State Has Everything." (New Jersey resident's note: Hm!)

#### Long Island

Six hundred and fifty registrants at the second annual Office Staff Section of the Long Island Zone Teachers Association Meeting!

Levittown was the host district this past October. As an innovation this year, members of the business course at the Levittown Memorial High School were invited and some of them helped with registration. The program featured eleven workshops and Dr. Esther Lloyd-Jones of Teachers College, Columbia University, was the main speaker. Her subject was, "The

Changing Pattern of Our Lives." Two of the workshops were conducted by members of the association; Mrs. Edith Smith of the Manhasset Public Schools led Efficiency Exchange, and Mrs. Alice T. Lofblad of Great Neck, In-Service Training Programs. Other workshops were held on Civil Service and Retirement, School District Clerks, Human Relationships and the Educational Secretary, Office Procedures, Techniques of Good Speaking, Office Management, Meeting Your Public, Pupil Accounting, and Filing Know-how.

Mrs. Alice T. Lofblad, president of the Long Island Association of Educational Secretaries, assures us that this report would not be complete if we failed to mention the cooperation received from administrators. Their help provided the inspiration the Association needed after the initial "brain wave" that such meetings be held.

#### Monroe County

The morning session of the first Workshop Conference of the Monroe County Association of Educational Secretaries, held October 28, was highlighted by a discussion of Civil Service, the Retirement Plan for non-teaching personnel, and the New York State Social Security Plan.

Following luncheon, workshops were held on the New York State Filing System, Office Manual Preparation, Public Relations, Work Organization, and Fashions and Grooming. Mrs. Abbie Dailey, Fashion Director of B. Forman & Company, when talking with this last-named group, made the following recommendation: "When you really need something to build up your morale, go out and buy a fancy umbrella!"

#### PENNSYLVANIA

A workshop will be held this year in connection with the annual meeting of the Pennsylvania State Association of Educational Secretaries. Eleanor Humphrey, chairman of the committee in charge, states that the exact location of the meeting has not yet been decided upon other than that it will be held in the eastern section of the state.

Mrs. Mary K. Nickel, corresponding secretary, reports with anguished exclamation points that she has had no news regarding new organizations within the state though letters have been sent out asking for such information. If any Pennsylvania secretaries reading this column know of a new organization either formed, or in the process thereof, will they please contact the president of the Pennsylvania State Association, Mrs. Helen Jayne Hudson, Allegheny Vocational High School, North

Lincoln and Galveston Avenues, Pittsburgh 33, Pennsylvania; and thank you very much.

#### **Allegheny County**

As we went to press, plans were being made again to organize the educational secretaries of Allegheny County. A meeting was scheduled for January 9, 1956. At this meeting, colored slides taken at various national conventions and workshops were to be shown.

#### **Dauphin County**

The Dauphin County Secretaries Association held a two-day institute in connection with the Dauphin County Teachers' Institute on October 17 and 18. Mrs. Louise H. Nelson, supervisor of secretarial service for the School District of Philadelphia, and president emeritus of NAES led the workshop program on Monday, October 17. On October 18, the business meeting was held, followed by a demonstration by the Bell Telephone Company entitled, "Your Voice is You."

#### **New Castle**

Sixty-five members attended a meeting of the School Secretaries of New Castle held on October 21 in conjunction with the annual convention of the Mid-Western District of Pennsylvania. Following the luncheon, the group was entertained by the showing of film strips on the "Duties and Responsibilities of a Secretary." The films were presented by Mr. William J. Reinish, Head of the Commercial Department of Aliquippa High School, through the courtesy of the Gregg Publishing Company.

#### **Pittsburgh**

The corresponding secretaries of the Pittsburgh Association are hard at work on a membership drive, trying to beat last year's record; while the Certification Committee, as always, is putting forth every effort in its campaign to win certification. A delegate fund committee under the direction of Hazel Clark of Oliver High School has been appointed to raise funds with which to send delegates to the various institutes and conventions. As a beginning they are selling Nancy National note paper and personal labels.

#### **Washington County**

The Washington County Educational Secretaries Association honored their bosses with a party on October 3. State President Helen Jayne Hudson addressed

the group concerning the work of the state and national associations, including professional standards and plans for certification. Besides enjoying the lighter aspects of the evening, the bosses welcomed the opportunity to become informed about the efforts of their secretaries to grow professionally through association activities.

#### **VERMONT**

The Vermont Association of Educational Secretaries held its annual meeting at the Burlington High School on October 13 in conjunction with the Vermont Education Association Convention. Following the business meeting a banquet was held at the Lincoln Inn in Essex Junction. Speaker for the occasion was Mrs. Beatrice Blackmore, English teacher at Spaulding High School in Barre, who was an Exchange Teacher to London, England, for one year. Speaking on the topic, "Life and Education in England," Mrs. Blackmore pointed out some of the many differences that exist between the United States and England in customs, climate, food, clothing, and transportation. Of special interest was her description of how English schools differ from ours as to grade level, manners of teaching, and length of the school year, which in England ends on July 21!

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## SOUTHEAST REGION

(Alabama, District of Columbia, Florida, Georgia, Kentucky, Mississippi, North and South Carolina, Tennessee, Virginia, West Virginia.)



**Mrs. Beulah Tucker Jones, Reporter**  
3856 Fauquier Avenue, Richmond, Virginia

### DISTRICT OF COLUMBIA

#### **Association of Educational Secretaries of Washington, D.C.**

Ira L. Campbell, reporter for the Association of Educational Secretaries of Washington, D. C., contributes these interesting news items from her Association.

The October dinner meeting at O'Donnell's Sea Grill was well attended. The guest speaker was Mr. James C. Evans who is Civilian Assistant to the Assistant Secretary of Defense, M and P.

The annual Christmas Party for the Association members was held at the Phyllis Wheatley YWCA on Tuesday evening, December 20, 1955. The fun was enjoyed by all!

The year, 1955, a most rewarding one, has been filled with successful, helpful meetings. There have been tours, picnics and many other activities which the members have greatly enjoyed.

Association members are now busily engaged completing plans for the National Regional Conference to be held in the District on March 16, 17 and 18, 1956. They are looking forward with great enthusiasm to a most interesting session.

#### **Secretarial Association of The District of Columbia Public Schools**

Beulah Kidwell who is President of the SADCPS also writes about the exciting plans the secretaries of the District are making for the spring conference in Washington. Headquarters will be in the Willard Hotel which is in the center of town. It is convenient to the shops and is a focal point for sightseeing parties. Beulah says that present plans are only the beginning of the work of arranging a fine program for the large group which they expect to welcome to Washington in March, 1956.

The officers of the Association who are working with the president on these plans are: Eleanor Whitcroft, vice-president; Janet Mothershead, recording secretary; Eleanor McQuaide, corresponding secretary; and Marie Harding, treasurer.

### FLORIDA

#### **Florida Association of Educational Secretaries**

Probably because of the great distances to be covered in Florida, meetings of the FAES are held but once a year and correspondence is their only means of contact. The more than 500 secretaries in the state have just received an encyclical communication from their president, Charlotte Cox, whom we met in Chicago this summer. This letter reflects the on-the-job-attitude of those who lead the Florida association. In appealing for new members it states that the aim of the FAES is, in part, to study and discuss with broad and sympathetic outlook, through contacts and meetings, the particular problems of the educational secretaries and clerks. Plans for the Florida Educational Association Convention which will be held in Miami in April are aired. In order to induce at least one representative from each county in the state to attend, the Dade County secretaries themselves are offering to take care of the housing. An element of real interest is injected by the President in her suggestion that each county bring a doll mascot to the state meeting. These dolls will be judged, and the winner of the contest will be Florida's representative at the National Convention this year.

In her letter to this reporter Charlotte mentioned the fine success of the Association's first in-service training course. A second course, she said, would start in February! We hope Florida's president will write us more about these in-service



training courses and about the program for the April meeting in Miami. Watch for Florida's contribution to the Listening In Column for the Spring Issue!

## GEORGIA

### Georgia Association of Educational Secretaries

From Sally Milner, the resourceful President of the GAES we learned that Uncle Remus from down Georgia way has been somewhat perturbed recently. He was discussing things with Bre'er Rabbit the other day and Bre'er Rabbit he say he been layin' low an' sayin' nothin' these days 'cause he's been sorta embarrassed over the way the Governor has been actin' about Georgia Tech and the Bowl Games. The secretaries sorta feel the same way. They're hoping their friends over the country will overlook the publicity that appeared in the papers around Thanksgiving time putting Georgia in a light they didn't like much!

Uncle Remus missed being in the Parade of Dolls at Northwestern. He hates to admit that he was "locked up" in the mailing room and didn't get out in time to put in his appearance. But he's going to try his best to greet all of his cousins at L.A.

### Atlanta Association of Educational Secretaries

Mrs. Myrriam Gilstrap, President of the AAES, proudly reports for her Association — and justly so.

There are 106 educational secretaries in Atlanta and 92 of these are members of the local association. (Where are the 14?) This represents a substantial increase for the year 1955-56.

The programs for the year have been unusual and diversified and have generated much interest. (What kind of programs, Madam President?) Because so many of the secretaries have shared these fine get-togethers a "full feeling of fellowship" has resulted.

One of the prime objectives for the year is a program of research to gain a broader knowledge of the standards of the National Association and to get a deeper insight into the compensations offered. This overall aim, of course, is to further improve the work of the Atlanta group.

We hope to hear more in detail in the next issue from this growing association in Georgia's capital city.

## MISSISSIPPI

### Mississippi Association of Educational Secretaries

Jo Campbell, who will be remembered

by those who were at Northwestern last summer as the girl with the fascinating southern drawl and the one who brought her whole family to Chicago, writes that from her state there is no news "in the sense of publishing it." But this energetic President of the MAES puts an improper evaluation on the "doings" of her good old southern state. To this editor's notion the following account is news of the highest order.

Even at this early date the MAES is planning its annual March meeting which will be held when the Mississippi Education Association meets. The speaker for this affair is already lined up. She is Mrs. C. C. Clark who is active in civic and church activities in Jackson, Mississippi. The "bosses", as is the custom for these meetings, will come en masse. The first formal installation of officers is planned with one of the local college presidents conducting this service.

A further proof that the secretaries of Mississippi are continually on the job, is the production of a clever skit fully describing the trip to Chicago this past summer. Ollee Lee and Eulala Thornton must have worked hours helping Jo Campbell produce this entertaining sketch. It would make good reading for all if we could publish it in this magazine. It would almost compensate the girls who did not go to Chicago. As we read the skit we happily relived the days that we spent on the shores of Lake Michigan.

## NORTH CAROLINA

### North Carolina Association of Educational Secretaries

The North Carolina Association of Educational Secretaries holds six district meetings in the fall, usually in October and the first two weeks of November. Most of the district meetings follow the same order: a registration period during which time light refreshments are enjoyed, then a short relaxation and get acquainted period, and then the general session.

After the opening of the meeting by the president and the invocation by some member of the Association, the Superintendent of Schools of the host town usually brings words of welcome to the secretaries. The main speaker for the meetings in most cases is someone from the office of the State Board. In the northeastern and north central districts the speaker this year was Miss Kate Dunn Elmore, Assistant to the Director of Accounting and Auditing; in the south Piedmont district, A. J. Dickson, Assistant Director of the Division of Textbooks; in the western district,

A. C. Davis, Director, Division of Auditing and Accounting; and in the southeastern district, P. D. Pendergraft, accountant with the State Board of Education. In very helpful sessions, these people talk to the secretaries about the different problems relating to the reports sent from the Superintendents' offices to the State Board of Education office. The last few minutes are taken up with a question and answer period where many ideas are exchanged.

This year North Carolina held a referendum regarding integrating its retirement system with the Social Security Program of the Federal Government. A representative from the office of the Retirement System met with each group and quite a lengthy discussion was held on this phase of the secretary's work.

After the morning session, the groups enjoyed a luncheon period. In the afternoon at a short business session, officers for the next year were elected.

Plans have been made for the fifth annual meeting in Winston-Salem on March 16 and 17. Headquarters will be in the Robert E. Lee Hotel. News of this meeting will come later.

## VIRGINIA

### Virginia Association of Educational Secretaries

Lucile Garrison, who has efficiently served the VAES as president for one year, was elected to serve a second term at the annual meeting of the association held in Richmond on October 28 at the John Marshall Hotel. Other officers elected to serve with her are: Miss May Jo Craig, vice president; Mrs. Irene Osbourne, treasurer; Miss Virginia Bauer, corresponding secretary; and Miss Dorothy Temple, recording secretary.

After routine business was transacted, the group heard reports from the three members present who attended the National Convention and Institute in Chicago in July. Mrs. Ruth Garnett talked on the opportunities offered for professional growth. Mrs. Lucile Garrison told about the outstanding workshop presented by Northwestern University, and Mrs. Beulah Tucker Jones emphasized the fine fellowship enjoyed by all who went to Chicago. Mrs. Virginia Hoffman, secretary to the Superintendent of Schools in Roanoke, Virginia, also attended the Convention and Institute but could not be present at the meeting.

Hearty approval was given tentative plans for a state institute for educational

secretaries to be held at the College of William and Mary during the summer of 1957. This will be held during the wonderful Williamsburg Celebration. Those attending the Institute will have the opportunity of participating in the celebration without having the burden of arranging for satisfactory housing. Mrs. Garrison, who is secretary to the Superintendent of Williamsburg Schools, was asked to pursue plans with the college authorities.

The meeting closed with a delightful luncheon in the Byrd Room of the John Marshall Hotel. Mr. A. Purnell Bailey, a Methodist minister in Richmond, who is well known for his newspaper column, "Bread of Life," and for his radio work, was the luncheon speaker. Using as his subject, "People Are a Pleasure," he emphasized the importance of cultivating the gentle art of growth in the spirit of gratitude. If one would be a pleasure to those with whom he associates each day, he must learn how to say, "Thank you!" Adult growth is beautiful, he said. It is in the process of continual growth that we truly reward those to whom we owe appreciation. It is in our final "arrival."

### Fairfax Association of Educational Secretaries

The following news from Muriel Hicks, the newly appointed Publicity Chairman for the Fairfax Association of Educational Secretaries is stimulating. The Fairfax Association is the baby association in Virginia of whom VAES is very proud. The professional outlook, the organizational know-how, and the enthusiasm with which these girls participate on both the state and national levels might offer a pattern for many more experienced groups.

The Fairfax Association of Educational Secretaries started in the 1955-56 school session with a workshop sponsored by the Fairfax County School Board. All school secretaries, new principals, the superintendent of schools, the assistant superintendent, as well as several other key administrative persons, attended the meeting which was held during school hours.

The workshop, planned by the secretaries association, was patterned after the VAES institute held at Longwood College in 1954. All were very proud of the wonderful results and were appreciative of such fine talent among the school secretaries. They felt their efforts were well expended.

The first newsletter was mailed shortly before Thanksgiving and contained an appeal for enrolment of members as well as

proposals regarding salaries and appointments for next year. They are following up the letter with personal contact and hope to increase their membership this year.

Proposals regarding salaries and appointments were presented by their advisor, Mrs. Dillon, Principal of Sleepy Hollow School, at the Principals Association meeting. Mr. J. H. Rice, Assistant Superintendent of Schools, met with the Executive Committee to discuss the proposals.

President Mary Dye, with Carmella De-Stout, Faye Purvis, and Muriel Hicks attended the annual meeting of the VAES in Richmond on October 28th. If this had not been a work day in Fairfax County, the secretaries' representation would have been larger. They are looking forward to future VAES meetings, especially the workshop in Williamsburg in the summer of 1957. This next summer they hope to meet both old and new friends in Delaware.

#### Richmond Association of Educational Secretaries

The meeting in January was a second in the series, "Know Your System." The supervisor of nurses, Miss Florine Thomason, was invited to discuss the medical program of the Richmond Schools in its relationship to the secretaries. The meeting was informative and pointed the way to an even more efficient teamwork with the medical department.

A committee of Richmond secretaries met recently with the president of RAES, Mrs. Ruth Garnett, to discuss ways of developing a self-improvement program which would invite assistance from the administration. Having participated in workshops on both the national and state levels, the girls are interested in developing a plan which will lead at last to a new classification and which will bring higher salaries. At present the Richmond secretaries are classified on the same basis as the clerks in the city personnel. The secretaries feel that there is no proper classification in the city personnel set-up for the service rendered by the educational secretaries in the Richmond Public Schools.

Plans are in the offing for a number of Richmond secretaries to attend the Regional Conference in Washington. (Hope to see you there!)

At the invitation of Mary Pringle, program chairman for the Fairfax Association of Educational Secretaries, Beulah Tucker Jones met with the Fairfax group at their first meeting of the year and shared with them impressions of the convention and workshop at Northwestern University in Chicago this past summer. Mrs. Ruth Garnett, president of the Richmond association, was invited to go with her as also were Mrs. Lillian Elliott, Mrs. Marion Harris, and Mrs. Lacy Seabright, all past presidents of RAES. Sharing fellowship and fun with this wide-awake and very young group was a fine experience for all who went.

### NORTH CENTRAL REGION

(Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, and Wisconsin)



Mrs. Virginia C. Moore, Reporter  
Thomas Carr Howe High School  
4900 Julian Avenue, Indianapolis 7,  
Indiana

The National Association of Educational Secretaries extends heartiest congratulations to two newly organized associations in the North Central Region namely: The South Dakota Association of Educational

Secretaries (a state organization), and the Wayne County Association of Educational Secretaries of Michigan (a county organization). Best wishes for continued professional growth!



## ILLINOIS

The IAES held their fall conference at the Faust Hotel in Rockford, October 21 and 22. Miss Garland Lind of Rochelle and her committee planned an excellent program which opened Friday afternoon with demonstrations of various office machines and with a talk by Marie M. Beatty, immediate past president, on "Aids to Good Office Procedures" and another by Catherine Couturier, trustee of the Illinois Municipal Retirement Fund, on "Your Retirement System." Both of these talks were repeated on Saturday morning. Following the banquet on Friday evening, Mrs. Gladys Robinson, an elementary school teacher of Rockford, showed colored slides of her recent N.E.A. sponsored trip to Europe. Saturday morning was devoted to a business meeting, the two talks mentioned above, and exhibits of the business machines. At the noon luncheon, Dr. Leland Carlson, president of Rockford College, gave an inspiring talk on "Take Time—For Ideals." The secretaries who attended were informed that it was an excellent meeting.

Again this fall IAES has met with the Illinois Association of School Boards at two of their meetings. One meeting was held at Olney, Illinois on October 26 and the second meeting was held at Danville, Illinois. Nineteen secretaries attended the first meeting and forty were in attendance at the second meeting. This has proved to be worthwhile project for our association as we feel we reach many secretaries who are not acquainted with our organization and its aims. Many others are able to attend a meeting within their area who are not able to attend our two conferences.

Our association is quite proud of one of our members — Miss Virginia Riley of Mount Vernon, Illinois. Miss Riley made her debut on TV, station KWK, St. Louis, on September 10. Following are excerpts from the *Mount Vernon Register*, "A Mt. Vernon group headed by Superintendent of Schools J. L. Buford will participate in a panel discussion on television station KWK, St. Louis on September 10. The theme of the discussion will be 'The Road Ahead in Education.' Mr. Buford, president of the National Education Association, will discuss national problems of education. With him on the panel will be his brother, Mayor O. R. Buford; Katherine Wall, a member of the grade school board of education; Virginia Riley, Mt. Vernon school secretary and former president of the Illinois Association of Educational Secretaries; Louise Williams, Junior High School social studies teacher who nomi-

nated Mr. Buford for NEA president at the recent Chicago convention. Miss Riley, in her TV talk stated that "Mr. Buford has challenged his teachers, board members and non-teaching employees to be active in their state and national professional organizations. We have all grown because of the responsibilities we have accepted. When one serves on committees or is an officer in his professional organization, he brings back to his community the things he has learned. Since I am a secretary, I, of course, am proud of the fact that the National Education Association of Educational Secretaries has been a department of the National Education Association since 1946. We all feel that we are a part of the educational team and are proud of it. We think we are getting something out of it because we are putting something into it."

IAES is proud of J. L. Buford and is glad he is from Illinois. We are proud, too, of the part Virginia has taken and is taking in making IAES and NAES worthwhile organizations. Congratulations, Virginia!

A new scholarship for evening school students has been announced by Northwestern University. Named "The Marvel Miller Scholarship," this award honors Miss Marvel Miller who has long been a favorite adviser to evening school students. IAES is proud of this honor which recognizes the worth and work of one of its Kitty Kays.

Plans are underway for the Spring Conference which will be held in Urbana, April 20-21, 1956. Mrs. June Quint, Rantoul, is chairman of the planning committee for this conference.

President Betty Pickard, Wenona, has called an executive board meeting for a weekend early in January.

## INDIANA

The annual meeting was held in Indianapolis on Thursday, October 27, at the Lincoln-Sheraton Hotel with the business meeting beginning at 9:30 a.m. Dr. Earl Dvorak of the School of Business Education, Indiana University, gave an interesting, inspiring and challenging address. At the luncheon which followed the meeting, Mrs. Irene Meyers, formerly supervisor of Women's Activities of General Electric at Ft. Wayne, Indiana, related some of her experiences when she took a group of industrial women to Europe in 1953. An informal get-together was held on Wednesday evening preceding the business meeting at which time girls brought items they had made or purchased for the Merchandise Mart. During the evening, after busi-

ness was taken care of, Mrs. Josephine Saunders auctioneered the merchandise. Plans are now being made for a 2-day workshop at Indiana University in April.

#### **Indianapolis-Marion County Association of Educational Secretaries**

The first business meeting of the year was held on October 12 at the Union Building at the Indiana University Medical Building in Indianapolis. Committees were appointed and plans for the year were discussed. On November 14 a dinner meeting was held at the Technical High School. After a delicious dinner served by the Technical girls and a short business meeting, Mrs. Avo Hadley, an exchange teacher from England, related some of her experiences there. The Christmas Party was held on December 12th at the Gregg Recreation Center. A delicious meal was prepared and served by the President, Mrs. Josephine Wolf, and her committee which was followed by games and a gift exchange.

#### **Evansville Association of Educational Secretaries**

Before school began this fall, the EAES sponsored a workshop at which a newly published handbook was distributed. Mrs. Lucille M. Jones, Secretary to the Superintendent, compiled and edited the handbook. Copies of the handbook are available for \$2.00 from the Evansville Public Schools. In addition to the discussion of material in the handbook, these topics were used: Use of the Telephone, Reception Techniques, Letter Writing, Rating of Secretaries, Welfare Measures, Basic Technical Skills, Use of Office Machines, and Personal Growth and Development.

### **IOWA**

The IAES held their annual meeting at Hotel Savery, Des Moines, Iowa on November 5th which began with registration and coffee hour and a business meeting followed by a panel discussion based on *Blueprint for Action*, the NAES publication on the preparation of handbooks.

### **MICHIGAN**

#### **Grand Rapids Association of Educational Secretaries**

Programs of the monthly meetings of the GRAES have included a picnic at Garfield Park, a tour of the new Service Building of the Board of Education and a talk by Miss Martha VanderLinde on her recent trip to Europe, a visit to the Gallery of the Furniture Guild, the annual Christ-

mas party to which everyone brought a toy to be given to the Salvation Army, and a tour through the Television and Radio Station WOOD.

#### **Detroit Association of Educational Secretaries**

The Annual Institute sponsored by the DAES was held on Friday, October 28th, at the Veterans' Memorial Building. The general topic was "The Role of the Educational Secretary on the 'Seas'" with sub-topics as follows: "with the Children" with Dr. John Sullivan, Professor of Educational Psychology at Wayne University as the leader; "in the Community" with Miss Laurentine Collins, School-Community Relations Department of the Board of Education as leader; and "with the Co-workers" with Mrs. Clara Blumstock of the Personnel Department of the Board of Education. In the afternoon Dr. William E. Storton, Vice-president in charge of Community Relations at Wayne University, presented slides and discussion of his recent trip to Indonesia.

#### **Business Women's Club of East Lansing**

Officers for the 1955-56 year are President, Betty Rideout; Vice-president, Rebecca Amos; Secretary, Kathleen O'Day; and Treasurer, Phyllis Jagger. The program for the year so far consisted of a business meeting on October 4; a talk on November 2 by Charles McCaffree, head swimming coach at Michigan State University, who presented moving pictures of his trip to Europe this last summer while leading a squad of United States swimmers on a month-long trip what ranged all the way from Helsinki, Finland, on the north, to Cairo, Egypt, and Istanbul, Turkey, on the southeast; and a Christmas party on December 7 with a movie and Christmas carols; on January 11 a meeting with Helen Green, Assistant Professor of Business Education and Secretarial Studies; and the Bosses' luncheon on January 19. The association has a bowling league of four teams which play each week.

#### **Wayne County Association of Educational Secretaries**

The Wayne County Association of Educational Secretaries was organized with the holding of its First Annual Meeting and Conference at Grosse Pointe High School, Grosse Pointe, on October 28, 1955. The day institute meeting was held in conjunction with the Regional Conference for Region Two. The speaker for the afternoon secretaries sectional meeting was Mr. J. Harold Husband, Director of Administra-

tive Services, Grosse Pointe Public Schools.

Membership now numbers 180 educational secretaries representing twenty-four school districts within the county. The newly-organized Wayne County group is proud and happy to take its place with the neighboring county organizations in Macomb and Oakland counties.

The following officers were elected: President, Agnes Dobronski of Dearborn; Vice-president, Dorothy Ferguson of River Rouge; Recording Secretary, Clementine Payton of Inkster; Corresponding Secretary, Dolores Hoheisel of Livonia; Treasurer, Joan Olsen of Redford Union; and Members-at-Large, Evelyn Burger of Highland Park, Helen Radak of Dearborn and Kathryn Hosmer of Wyandotte.

The Executive Committee has begun efforts toward future planning including a second general membership meeting, being an evening meeting of an educational nature; a boss-secretarial banquet; and publication of a quarterly bulletin.

### MINNESOTA

The MAES held its organization meeting on May 14, 1949. It was on that same date in 1955 when it held its Spring meeting at the Calhoun Beach Hotel in Minneapolis. Following registration and coffee, a short business meeting was conducted, after which Mr. O. M. Oustigian, Executive Secretary of the Public Employees Retirement Association of Minnesota, gave a very interesting and enlightening talk on legislation concerning the retirement plan. Luncheon was served at 12:30 in the Sky-line Room of the Hotel at which time Dr. Helen Clapesattle, Director of the University Press, and author of the book, *The Doctors Mayo*, entertained with "Behind the Scenes with Books."

On October 21 and 22, in cooperation with the University of Minnesota, the MAES sponsored a workshop held on the campus of the University. Opening the workshop was an address, "Psychology of Dealing With Fellow Workers" followed by discussion groups as follows: (a) What's Being Done in Elementary Education? (b) Reception and Telephone Techniques, (c) How to Read Faster and Learn More. A "bosses" banquet was held on Friday evening. On Saturday morning all attended a panel discussion, "Opportunities for Self-improvement." Immediately after the luncheon hour on Saturday, the Association held its business meeting. Newly elected officers were installed at this annual meeting which closed with the business session.

### OHIO

#### Association of Cleveland Public School Secretaries

On Saturday, October 8th, 1955, the association held a luncheon and business meeting at the Hotel Manger which was attended by 75 secretaries. Guest speaker was Mr. Harold L. Sammons, Executive Secretary to the Superintendent (in charge of the clerical staff). His talk was of interest to the girls as he told about what we should expect of a good secretary and brought up points in connection with the general school office routine. Two excellent reports were given by Mrs. Esther Wood on "What the school secretary expects of her principal" and by Miss Libby Neidus on the Kent State Workshop which was held in July. Officers for the school year 1955-56 were elected as follows: President, Margaret Kosch; Vice-president, Marie Greve; Recording Secretary, Rose Kahasky; Corresponding Secretary, Frances Tipton; Treasurer, Sophie Krasowsky.

The entertainment committee is making plans for a Theater Party, which will be a part of the Spring Meeting. Plans will soon be under way for an annual retirement party for non-teaching employees which will take place the latter part of May. Last year 750 attended the party.

Four delegates and three officers from the association attended the state-wide convention of the Ohio Association of Public School Employees held in Dayton on November 25th and 26th.

On Friday, October 21st, (NEOTA Day), the Northeast District meeting was held in Youngstown, Ohio. Eighteen girls from this chapter attended the one-day session.

Plans are being made for an "In-Service Training" program for the school secretaries particularly for the new girls in the elementary buildings.

### SOUTH DAKOTA

The South Dakota Association of Educational Secretaries organized at its first meeting on November 18 and 19. Twenty-nine interested educational secretaries met in Pierre to discuss the organization of a state association. A short get-acquainted meeting was held at the Capitol on Friday evening. At this time copies of a proposed constitution were distributed. On Saturday morning the meeting opened with Miss Mary Zimmerman of Rapid City presiding. Mr. Harold S. Freeman, State Superintendent of Public Instruction, welcomed the group to Pierre and made a few remarks in which he emphasized the importance of good secretaries in educational institutions.

He commended the group on their desire to organize as a professional association. Mrs. Martha S. Luck, Northwestern University, Chicago, and our National president, was then introduced. She spoke briefly explaining the work of the Association as a national organization and also what has been done in other states. With Mrs. Luck presiding, the following officers were elected: President, Mary Zimmerman of Rapid City; Vice-president, Mary Spensley, Aberdeen; Recording Secretary, Edith Davies, Sioux Falls; Corresponding Secretary, Dorothy Pulles, Pierre; and Treasurer, Donna Lea Wolf, Rapid City. At this meeting the constitution was discussed and adopted. Thus, the South Dakota Association of Educational Secretaries became a reality.

After a noon luncheon at the Falcon Cafe the group returned to the State Superintendent's office where Mrs. Luck presented slides from the publication, *File*

*it Right*. Then the group went to the City Auditorium where they were introduced to the Delegate Assembly of the South Dakota Education Association, which was also meeting in Pierre.

## WISCONSIN

### Milwaukee School Secretaries Association

The Ways and Means Committee of the MSSA reported that the profit derived from the year-round sales of candy, cards, gifts and jewelry amounted to \$286.59 which will be used to defray expenses of delegates to conventions, and to further the philanthropic and educational program of the association. \$50 was sent to the Milwaukee Children's Hospital and to the Division for the Aged and Blind of the Milwaukee County Public Welfare Department. Nice work, girls!

## SOUTH CENTRAL REGION

(Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas)



Miss Bernice Johnston, Reporter  
Herculaneum, Missouri

## ARKANSAS

### North Little Rock Association of Educational Secretaries

A local television station and a television sales company recently cited the educational secretaries of North Little Rock for their fine contributions to the education of the youth of their community and presented them with a TV set which was installed in the Faculty Women's Lounge in one of the high schools. Congratulations to these gals! It is a fine thing to see their good work recognized by their community.

That they are alert to ways to fit themselves adequately to meet problems as they arise is evidenced by their requesting a course in First Aid. This should be of

real value especially to those secretaries who work in elementary schools which do not have a school nurse on full-time duty. Educational secretaries decided that, if they have to "doctor" they had better know how.

In the past few years the association has carried out a number of similar personal improvement projects to make them of more service to the schools. In January they will have a program at which a psychiatrist is the scheduled speaker.

All those who knew her will be saddened to hear of the death on January 10 of Mrs. Irene Harte of North Little Rock. We missed Irene at the national convention last summer and were concerned then to learn of her serious illness.

## KANSAS

As a department of their state education association, the Kansas educational secretaries met on November 4 in Topeka with a fine representation of girls from all over the state. Mrs. Mary Ritter of Topeka, chairman of the conference committee, was in charge of the morning session in the Board of Education Building.

Mr. M. J. Whitson, assistant superintendent of the Topeka schools, welcomed the Kansas secretaries and expressed pleasure in their interest in improving themselves as evidenced by their attending their state meeting.

Mrs. Marie M. Beatty of Waukegan, Illinois, editor of *The National Educational Secretary* and member of the executive board of NAES, brought greetings from the national association. In her talk, "The Professional You," Mrs. Beatty spelled out the characteristics which make a job a profession and then analyzed educational secretaries to see if they qualify as professional people.

Mr. Whitson was the moderator of a panel discussion which inquired, "Are You Improving, Or Just Employed?" Answering, as members of the panel, were: Wilma Jean Coate and Louise Hamilton of Wichita, Georgia Lee Rockwell of Independence, and Fay Young of the state office in Topeka.

At the close of the morning session, the secretaries reconvened at the Elks Club, a short distance away, where they were served a delicious luncheon in celebration of Katie Kansas's fifth birthday. Mrs. Bessie Watson of Belleville, president of KAES, presided. Several of the administrators who originally sponsored Katie were present. Mr. Minter Brown, director of professional relations of the Kansas teachers' association, brought greetings from these proud "godfathers." Mrs. Marie Beatty spoke to the group on "Some Highlights and Sidelights of National Conventions and Institutes." The annual business meeting was held following the luncheon.

## LOUISIANA

### New Orleans Public School Educational Secretaries Association

A gala Christmas Party was given on December 13 by the New Orleans Association. President Isabell E. Carter reports a happy occasion to end the 1955 year. Officers for 1955-56 are: Isabell E. Carter, president; Jacqueline Gueringer, vice president; Yolande Isidore, secretary; and Essie Bryant, treasurer.

At the regular December meeting, Miss V. Powell led the Devotions, from Mizpah:

"May the Lord watch between me and thee while we are absent one from the other." Regular business consisted of a report of the national convention and institute, appointment of committees, and program and publicity planning. "Dates to Remember" listed on the agenda give evidence that the New Orleans Association has few (if any!) idle moments.

## MISSOURI

Officers of the Missouri Association of Educational Secretaries, elected in November for a two-year term, are: Laura Nicholson, Fairmount School, Kansas City, president; Ann Elizabeth Carrow, Farmington, vice president; Emma Jo Wilson, Paris, recording secretary; Linda Moberly, Rock Creek School, Moberly, corresponding secretary; Thelma Million, Shelbina, treasurer; and Edith House, St. Louis, and Daisy Newman, Higginsville, board members-at-large.

Helen M. Johnson, from the Department of Recreation and Community Use of Schools in Kansas City, was appointed editor of the state publication, *The Missouri School Secretary*. Dorothy Scheperle of Jefferson City was made historian.

Highlights of the Sixteenth Annual Convention of the Missouri Educational Secretaries Association held in St. Louis on November 3-4 were:

Carlos P. Romulo, Philippine Ambassador to the United States and Chairman of the Philippine Delegation to the United Nations; "Introduction to Group Dynamics for Secretaries," by the Reverend A. Malcolm MacMillan, St. Louis, Missouri; and music by The Robert Shaw Chorale. The annual business meeting was held in the Daniel Boone Room of Hotel Statler with President Myldred J. Crain of Boonville presiding.

At the luncheon, Mr. Paul Greene, Superintendent of Schools of Higginsville spoke on "What's in Your Ledger?"

Friday night's dinner and party were held at the Missouri School for the Blind. This "Night in Bohemia" was characterized by Bohemian cuisine; Bohemian dances including the Schardaz, the Tancug, and the Cseboga; gay Bohemian costumes courteously furnished by the American Sokol Organization; gypsy songs — "Dark Eyes," "Baruska," "Play Gypsies, Dance Gypsies."

### St. Louis County

The 1955-56 Directory of the St. Louis County Association of Educational Secretaries shows a possible membership of 247 educational secretaries in St. Louis County, representing 25 school districts, the



office of the county superintendent of schools and including the secretary of the St. Louis Suburban Teachers Association. Copies of this attractive and helpful directory compiled and made available by Secretary Mary Van Hook of the Normanday Schools, were given to 53 secretaries who attended the October meeting of the St. Louis County Association of Educational Secretaries for 1955-56. The occasion was a dinner meeting in the DeSmet School, Florissant.

Thirteen of the 25 school districts were represented with the office of the County Superintendent and the Teachers Association. Appropriate-for-the-occasion and pleasing-to-the-eye identification tags were heavy paper steamships marked S.S. identifying school district with an anchor attached with red string and giving the name of the secretary. The tags were made by vice president Lee Headrick and Betty Neining of the University City Schools.

Cafeteria workers of the DeSmet School received enthusiastic praise for the "better-than-ever" dinner which the secretaries enjoyed before an entertaining program given by Regina Jerzewiak, a teacher in the Ferguson-Florissant School District. Miss Jerzewiak told of her world cruise and showed colored movies she took on the trip.

President Alice McGee, Ferguson-Florissant School District, conducted the business meeting which completed the evening. Treasurer Vivian Pounds reported receipt of 57 memberships for 1955-56. Announcement was made of the nominating committee consisting of Amy Ruhland, Brentwood; Dale Weber, Webster Groves; Lillian Rippstein, Ferguson; and of the hospitality committee: Gloria Dixon, Affton; Betty Neining, University City; Doris Farmer, Hazelwood. Elsie Roth of Clayton was appointed reporter for *The Missouri School Secretary* and *The National Educational Secretary*.

Janet Thursby, Kirkwood, gave a report of the 1955 National Association of Educational Secretaries Annual Convention and of the 1955 Northwestern University Institute for Educational Secretaries.

"We Are the Guardian" was the topic of Dr. Mina Morris, clinical psychologist for the St. Louis Public Schools, when she spoke to the St. Louis County Association of Educational Secretaries at a dinner meeting Monday, November 28, in the Hanley Junior High School, in University City. Dr. Morris emphasized in detail three points: Secretaries are guardians of Con-

fidence, of Time, and of Good Will. A question and answer period followed Dr. Morris' very helpful talk to the fifty-six secretaries in attendance.

After the business meeting President Alice McGee distributed attractive booklets giving names of officers, a calendar of meetings for 1955-56, a list of institutes and conventions, and last but not least, the president's message. A sheet of amendments to the Constitution and to the By-Laws was included with the booklet.

### Kansas City

Secretaries in the Kansas City association held a "Dream Dinner" in Hipsh's Restaurant honoring the new Superintendent of Schools, James A. Hazlett, and Mrs. Hazlett. One hundred fifteen secretaries attended the dinner and reception.

After returning from the St. Louis Convention, the Kansas City girls went right into their November meeting, which was a social for the bosses. For "Boss's Night" there were 230 present!

The main project of the Kansas City Association at present is raising funds for the treasury by means of small group projects. To date, two candy sales have been held with resulting demands for others to follow; and at the November meeting each person was fined for some petty crime — which netted a pocketful of money! In December a white elephant sale and bazaar was held. The secretaries are also working on a Shoe Fund which cares for needy children in the schools.

### Hannibal

Mrs. Gertrude Barnett, Mrs. Imogene Ransdell, Mrs. Pauline Walley, and Miss Virginia Elliott, representing the Hannibal Public School Educational Secretaries, were hostesses to the Twin-O-Ces Association of Educational Secretaries at its first luncheon meeting. The group met in the lounge of Ahler's Motel for a short social gathering before having lunch in the dining room, beautifully decorated with autumn flowers.

Following the luncheon a business meeting was held with Emma Jo Wilson, vice president, presiding. Mrs. Wilson introduced the program, "Accent on You," in a very clever manner, and asked all of the members to enter into a round-table discussion on the following subject: "Relations with teachers, relations with students, relations with parents, relations with the office personnel, and relations with the general public" — indeed a challenging subject for secretaries.



### Jefferson City

The Jefferson City Secretaries Association is venturing a project, "Coffee Making," the profit to be put to worthy use. Hubert Wheeler, Commissioner of Education in Missouri, recently presented the staff of the state department with a coffee urn.

### Jackson County

Southwood School in Raytown was the place of the first 1955-56 meeting of the Jackson County Association of Educational Secretaries. The business meeting was spent in adopting a Constitution. Ethel Quinn of Raytown and Marie Sloan of Ruskin did an excellent job of preparing and presenting a Constitution and By-Laws for adoption.

### St. Louis City

Under the efficient leadership of Alice Schoeller, president, the St. Louis Secretaries Association has planned and agreed upon a worthwhile program for the coming year. According to schedule a Christmas dinner party was held in December, at which time cash contributions were accepted for gifts for handicapped children. These gifts will be distributed in the spring, probably at Easter.

Interesting meetings and social events to follow are a book review in February, an in-service meeting in April, and a picnic in June.

## TEXAS

### Texas Educational Secretaries

A joint luncheon and business meeting of the Texas Educational Secretaries Association, a section of the Texas State Teachers Association, was held November 25, 1955, in the Crystal Ballroom of the Plaza Hotel in San Antonio. Dr. Lois Morrison, Dean of Women at the San Antonio College, discussed the roles of the educational secretary, both professional and personal. She pointed out that four things are necessary to a woman's happiness: security, recognition, response, and new experiences and new interests. The regular business session followed, at which time various committee reports were heard.

Plans are under way for a secretarial work conference to be held at the University of Texas in June, 1956, sponsored by the University of Texas, the Texas Association of School Administrators, the National Association of Educational Secretaries, and TESA. A steering committee composed of three administrators and three secretaries is preparing plans for the work conference.

The Texas Educational Secretaries Association will hold its annual convention April 13-15, 1956, at the Shamrock-Hilton Hotel in Houston.

## NORTHWEST REGION

(Idaho, Montana, Oregon, Washington, Wyoming)



Mrs. Mildred Clark, Reporter

612 North 63rd Street, Seattle, Washington

Congratulations to Washington educational secretaries who formed their state association in Seattle on Sunday, November 13, 1955. What a fitting climax this was for the inspirational Northwest Regional Conference which had been held in Seattle the previous two days. Nancy National will be looking for this new cousin in the annual parade at Los Angeles next summer.

## NORTHWEST REGION

Northwest Regional news for the fall centers around the Northwest Regional Conference held in Seattle on November 11, 12 and 13. Program details appear elsewhere in this issue.

There were eighty-eight names on the registration list. Nine hardy souls from Oregon braved the record-breaking cold spell to spend the week-end in Seattle.

President Martha Luck brought inspiration from Chicago and Rachel Maynard brought sunshine from Arizona. Attendance from Washington was most representative, with delegates from schools in all the areas of the state.

Martha Luck helped the secretaries do a little soul-searching analysis with a few such comments as: "Change a complaint to a compliment," "If we present a professional job, stressing attitude, service, interest, and the 4 R's (Readiness, Responsibility, Recognition, and Relationships), then we can present a professional bill," "If we prove ourselves capable we will and should have a cooperative voice in education," "Are you a bottleneck?" This was followed with suggested self-analysis.

Fun and fellowship, those twins so necessary for any successful conference, were present at the Open House sponsored by the Seattle Association of School Secretaries, the luncheon sponsored by the Shoreline secretaries, the banquet at the New Washington hotel and the Sunday morning breakfast. Banquet favors furnished by the Tacoma secretaries were both novel and useful.

## OREGON

Educational secretaries travelled East and West, North and South to attend Regional Workshops during October in the state of Oregon. Workshops were held in Eugene, October 8; Pendleton, October 15; La Grande, October 15; Ashland, October 22; and Seaside, October 24. The varied programs offered a fine selection of in-service assistance to the secretaries in educational offices. The Oregon state convention date is set for March 26, 1956.

A survey on the status of the educational secretary in Oregon is being conducted in cooperation with the Oregon Educational Association. This survey will, no doubt, be of more than local and state interest.

Oregon has five secretaries on national committees this year: Nellie Meredith, Affiliations; Gloria Jirel, Institute Planning; Frances Bogart, Organizational Planning; Josephine Reginato, Central Membership; and Charlotte Parr, Chairman of Institute Planning.

*Oregon Tribal Topics*, the chatty newspaper of the Oregon association, has been put in the University of Oregon Library at their request. That's just how good you can get if you have a peppy editorial staff. (Note: This is a comment from your Regional Reporter. Those Oregon girls know the statement about mousetraps is true, they do not have to advertise *Tribal Topics*.)

## Portland

The Portland Elementary Schools Secretaries' Association met in the auditorium of Creston School, on December 7 at 7:30 p.m. A special feature of the program was a color film entitled "Heads Up for Beauty" which presented pointers on beauty and good grooming. After the film showing, Mrs. Edna Steen McCall, president of the Portland Secretarial School, added her own suggestions to the theme of the firm.

## WASHINGTON

On Sunday morning, November 13, Washington educational secretaries gathered at breakfast in Seattle's Sorrento Hotel to organize the Washington State Association of Educational Secretaries. Officers elected for the current year were: president, Vida F. Darlington, Seattle; vice-president, Ruth Markhus, Coulee Dam; recording secretary, Bernice Markey, Shoreline; corresponding secretary, Frances Kajita, Walla Walla; and treasurer, Madeline Gyger, Seattle. Elected to the executive committee were: Barbara Hyer, Millwood; Lois Dunn, Yakima; Pauline Belden, Seattle; and Dorothy Baker, Shelton.

## Seattle

Seattle Association of School Secretaries, under the guidance of Ruth English, program chairman, is following a program plan which calls for a definite theme each month, with an area group corresponding to the eight high school locations acting as the hostesses.

The September 28 program followed an "Orientation" theme with an Open House at the Administrative Center. The secretaries in the Queen Anne area were in charge of the program which centered around a tour of the building with key people at strategic points to indicate major areas of responsibility and changes in procedure since last year. The secretaries were so intrigued with the tour they had to be prodded to terminate it and let the business meeting commence. On October 26, the Garfield area, under the leadership of Violet Falconer, presented a "No Trick—Our Treat" program of song and skits. This was built around a number of suggested projects which SASS might adopt for the future. The SASS Christmas Party, planned by the secretaries from the schools in the Cleveland district, was held December 8 in the Van Asselt Elementary School. Santa Claus made the guests welcome and games and decorations added to the holiday festivity. The enthusiastic responses to these programs indicates that

a wider area of responsibility for these monthly meetings brings a greater variety in programs and participants and is a valuable aid in training more active members.

The January 18 meeting of SASS will have become a reality before this issue is in the mails. It is under the sponsorship of the Ballard area, with Velma Cabe of Ballard High School as chairman. The topic planned, "Clinical Pictures and What Happens to Them," is based upon the work of the guidance department. Esther Parker, of the guidance department provided the speaker and film for this meeting.

Seattle Association of School Secretaries held two in-service training classes during the fall. A class on "Public Relations" was planned for the over-flow enrollment from a similar class in the early spring. Mrs. Hildegard Berthiaume was coordinator for this course. A class on "The Place of the Elementary School Secretary in the School System" met with enthusiastic response from secretaries in that division. Careful planning by the coordinator, Rose Itza, brought help for specific problems and gave the secretaries new to the system an opportunity to become acquainted with their responsibilities and duties. This should be an invaluable aid in smoothing the way for the beginning school secretary.

Twenty Year Service Pins were award-

ed of this fall to the following Seattle school secretaries: Florence Wayman, Esther Parker, and Frances Mayovsky — all from Administrative and Service Center.

#### Spokane

Lillian Shannon, secretary in the superintendent's office, was a delegate to the Northwest Regional Conference in Seattle. Lillian, an "alum" employee of the Seattle schools, received a royal welcome from old friends there and was an honor guest at an impromptu luncheon arranged as soon as she arrived in Seattle.

#### Tacoma

Gloria Johnson (congratulations on the new name Gloria!), president of the Tacoma Association of Educational Secretaries, writes that they will hold a meeting in January. Secretaries from the county schools are invited to join in this gathering. Twelve Tacoma secretaries were registered for the Northwest Regional Conference, but the extreme cold prevented many from attending. Tacoma supplied the favors and a door prize for the Regional Conference.

#### Walla Walla

Lenore Zaro and Frances Kajita attended the Northwest Regional Conference. They found the meeting to be very profitable and enjoyable. Frances was elected as a State officer.

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### SOUTHWEST REGION

(Arizona, California, Colorado, Nevada, New Mexico, Utah)



**Mrs. Roberta Warner, Reporter**  
650 South Prince Avenue  
Littleton, Colorado

#### CALIFORNIA

##### California Association of Educational Office Employees

The California secretaries are already busy planning for the forthcoming institute and convention in Los Angeles, to be held July 20 to 27. The Los Angeles educational secretaries are to be the hostess

organization. Irene Illingworth and Evelyn Shipley are masterminding the affair, with assistance from all members. Helen Turner is chairman of the entertainment committee.

Names of new officers were not available as we go to press, but nominations for CAEOE officers are: for president, Annette Uehling, San Diego; vice president, Helen

Fenner, Paramount; treasurer, Evelyn Shipley, Bell, and Eugenia Hampton, Los Angeles; corresponding secretary, Peggy Allgood, Bakersfield, and Madeline Ricketts, Coalinga; northern representative, Delta Benoit, Arcata, and Beatrice Edgar, Walnut Creek; central representative, Viva Reid, Kings County, and Hazel Arnold, Avenal; southern representative, Mary Evans, Norwalk, and Grace Kline, Riverside.

A winter conference meeting is planned for February in Fresno.

#### Kings County

Secretaries in Kings County and nearby Coalinga met informally several times during 1954-55, with no officers but with planned programs. It proved so successful that plans were made to elect officers and officially join the California organization during the present school year.

#### Los Angeles County

On January 21 a luncheon was held at the Los Angeles Athletic Club at which the new officers of the Los Angeles County Association were installed. Taking office were: Beth Givan, Hermosa Beach, president; Mary Gostlin, Alhambra, vice president; Charlotte Waddolow, Bonita, recording secretary; Mary Koehler, Little Lake, corresponding secretary; and Helen Mainey, Redondo Beach, treasurer.

The annual workshop on November 17 will long be remembered as one of the most successful held, thanks to the Scribes, the Norwalk association, who were hostesses for the occasion.

### COLORADO

#### Colorado Association of Educational Secretaries

CAES, under the guidance of President Letha Walters of Denver, and Ruth Erickson of Sterling, is assisting financially in the NEA \$5,000,000 building program. December 5 was Fudge Day, with all members making a plate of candy to sell to the boss, proceeds to go to the NEA. For the non-cooks, a comparable donation was suggested.

Recognition of CAES as an important part of the CEA came in the new handbook published by the professional organizations committee. Being printed now, the new handbook will contain for the first time a section on the purpose and activities of the CAES.

The fall meeting in October was held jointly with the Colorado Business Educators association at the Park Lane Hotel in Denver. Dr. Sam Wanous, a recognized authority on secretarial training from the University of California, was the speaker.

Dorothy Falck of the University of Colorado replaces Kay Bool as treasurer. Kay has resigned her position to attend the university. She plans to become a teacher.

#### Western Slope Division

Secretaries from the western slope met in October with the business educators for a breakfast, at which time they also heard Dr. Sam Wanous of the University of California. Margaret Hards of Western State college, was installed as the division vice president.

#### Denver Public Schools Clerks and Secretaries

This group sponsored a two day in-service training program for new personnel just before the opening of school. A variety of topics was covered, with secretaries and clerks acting as chairmen for each group.

The seventh annual conference was on Thursday, October 28. General theme was "Accent on You," the program geared around personal advancement. Workshop sessions covered such topics as Investing, Public Relations, Creative Thinking, and others. Madelyn Sellinghausen, vice president, served as general chairman, assisted by Shirley Weiss, president.

A Christmas tea on December 22 was another highlight of the winter. The date for the annual spring luncheon has been set for May 5. There are now 253 members of this active group.

#### Suburban Secretaries

Secretaries of the suburbs surrounding Denver met in Aurora in January, with Virginia Woolman, secretary to the superintendent, as official hostess.

### NEW MEXICO

#### New Mexico Association of Educational Secretaries

New Mexico's cousin of Nancy National was presented at the fall meeting on October 28, in Albuquerque. She is a lovely squaw doll dressed in a lime-green squaw dress. She's looking forward to her first national convention.

Program for the meeting included the film, "File It Right," narrated by Anna Schiemenz. A panel discussion followed, led by Margaret Keleher of the Western School for Secretaries. Others on the panel were Mrs. Fairchild and Mr. Marksbury of the same school and Mrs. Corinne Jaramillo from Belen. The following officers were elected: president (3rd term), Anna Schiemenz, Albuquerque; vice president, Dorothy Nickels, Artesia; secretary-treasurer, Vi Matsui, Belen. Eighteen new members joined, making a total of 56 members, a very good number in this sparsely settled state.

# COMMITTEE MEMBERS

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June 18-22, 1956

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**18. Parliamentarian, Constitutional Revi-  
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## NANCY'S INSTITUTE PROGRAM

(Continued from Page 25)

Austin, Texas, June 18-22, The Univer-  
sity of Texas. Tuition, \$10.00. Mr. H. F.  
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Hall, The University of Texas, in charge.  
Fayetteville, Arkansas, June 24-29, The  
University of Arkansas. Tuition, \$17.00.  
Mr. Guy Berry, Extension Service, The  
University of Arkansas, in charge.  
Newark, Delaware, July 9-13, The Uni-  
versity of Delaware. The Department of

Business and Economics and the Depart-  
ment of Education, in charge.

Los Angeles, California, July 23-27. The  
University of California. Tuition, \$17.00.  
Miss Margaret Wotton, Head, Class De-  
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year for you, School Secretaries.

*And thanks so much for your many cour-  
tesies to our representatives. It's always a real  
pleasure to see you, good friends!*

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